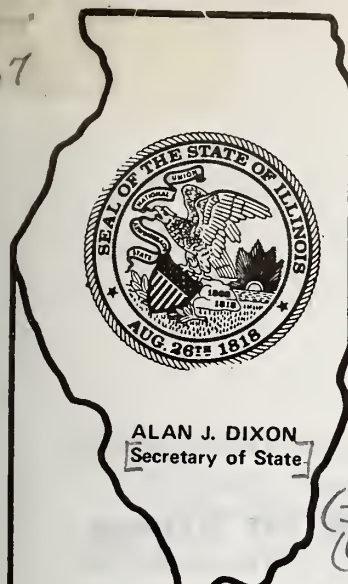


-367



# ILLINOIS REGISTER

## Rules and Regulations of Governmental Agencies

(Index Division)  
(Rules Section)

### VOLUME NUMBER TWO

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WILLIAM H. MINICK  
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490 CENTENNIAL BUILDING  
SPRINGFIELD, IL 62756  
PHONE: 217 - 782-9786  
217 - 782-8570  
217 - 782-7350

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### TABLE OF CONTENTS

DEPARTMENT OF CORRECTIONS	Page
Emergency Adoption of Adult Division Administrative Regulation: "Administration of Discipline (Maintaining Good Order)" . . . . .	1
DEPARTMENT OF CORRECTIONS	
Emergency Adoption of Juvenile Division Administrative Regulation: "Compensatory Good Time Credits" . . . . .	20
DEPARTMENT OF CORRECTIONS	
Emergency Adoption of Juvenile Division Administrative Regulation: "Meritorious Good Time" . . . . .	23
DEPARTMENT OF CORRECTIONS	
Emergency Adoption of Juvenile Division Administrative Regulation: "Statutory Good Time" . . . . .	25
DEPARTMENT OF CORRECTIONS	
Emergency Adoption of Juvenile Division Administrative Regulation: "Institution Credits" . . . . .	29
DEPARTMENT OF CORRECTIONS	
Emergency Adoption of Juvenile Division Administrative Regulation: "Good Time's for Misdemeanants" . . . . .	33
DEPARTMENT OF CORRECTIONS	
Emergency Adoption of Juvenile Division Administrative Regulation: "Good Conduct Credits" . . . . .	36

## **EDITOR'S NOTE**

### **SPECIAL NOTICE TO ALL AGENCIES**

**AS OF JANUARY 1, 1978 ALL AGENCIES CAME UNDER THE ILLINOIS ADMINISTRATIVE PROCEDURE ACT.**

- A. Per the Administrative Procedure Act — Section 7.01, any rule on file with the Secretary of State, on January 1, 1978 shall be void 60 days after that date unless within such 60 day period the issuing agency certifies to the Secretary of State that the rules are currently in effect.
- B. The following Agencies rules have been certified with the Secretary of State (Rules and Regulations) for the year 1978. All rules listed are in their entirety unless so listed otherwise:

1. Secretary of State
2. State Treasurer
3. University Civil Service
4. Department of Corrections
5. Illinois Racing Board
6. University Retirement System
7. Illinois Educational Facilities Authority
8. Department of Agriculture
9. Health Facilities Planning Board
10. State Board of Elections
11. Comprehensive State Health Planning Agency
12. Illinois Local Government Law Enforcement Officers Training Board
13. Department of Transportation Uniform Traffic Control Devices (Only)
14. Illinois Legislative Investigating Commission
15. Pollution Control Board

If any questions should arise, please feel free to contact:

William H. Minick, Editor  
Illinois Register  
490 Centennial Building  
Springfield, Illinois 62756  
Phone (217) 782-9786  
(217) 782-8570  
(217) 782-7350

# ILLINOIS REGISTER

## Rules and Regulations of Government Agencies

### *Continuation of Table of Contents*

<b>DEPARTMENT OF CORRECTIONS</b>	<b>Page</b>
Emergency Adoption of Adult Division Administrative Regulation: "Independent Release Time" . . . . .	39
<b>DEPARTMENT OF CORRECTIONS</b>	
Emergency Adoption of Adult Division Administrative Regulation: "Institution Credits" . . . . .	42
<b>DEPARTMENT OF CORRECTIONS</b>	
Emergency Adoption of Adult Division Administrative Regulation: "Good Conduct Credits" . . . . .	45
<b>DEPARTMENT OF CORRECTIONS</b>	
Emergency Adoption of Adult Division Administrative Regulation: "Community Correctional Center Revocation Hearings" . . . . .	49
<b>DEPARTMENT OF CORRECTIONS</b>	
Emergency Adoption of Adult Division Administrative Regulation: "Community Correctional Center Leaves" . . . . .	53
<b>DEPARTMENT OF CORRECTIONS</b>	
Emergency Adoption of Adult Division Administrative Regulation: "Level System" . . . . .	56
<b>DEPARTMENT OF CORRECTIONS</b>	
Emergency Amendment of Adult Division Administrative Regulation: "Demotion and Restoration in Grade" . . . . .	60
<b>DEPARTMENT OF CORRECTIONS</b>	
Emergency Amendment of Adult Division Administrative Regulation: "Meritorious Good Time" . . . . .	64
<b>DEPARTMENT OF CORRECTIONS</b>	
Emergency Amendment of Adult Division Administrative Regulation: "Compensatory Good Time Credits" . . . . .	66
<b>DEPARTMENT OF CORRECTIONS</b>	
Emergency Amendment of Adult Division Administrative Regulation: "Grievance Procedures for Residents" . . . . .	70
<b>DEPARTMENT OF CORRECTIONS</b>	
Emergency Amendment of Adult Division Administrative Regulation: "Statutory Good Time" . . . . .	74
<b>DANGEROUS DRUGS COMMISSION</b>	
Proposed Rulemaking Placement of Lorazepam in Schedule IV of the Illinois Controlled Substances Act" . . . . .	79
<b>POLLUTION CONTROL BOARD</b>	
Proposed Amendment of the Air Pollution Regulations as they Pertain to Nitrogen Oxides . . . . .	82

# ILLINOIS REGISTER

## Rules and Regulations of Government Agencies

### *Continuation of Table of Contents*

<b>DEPARTMENT OF CORRECTIONS</b>	<b>Page</b>
Emergency Adoption of Juvenile Division Administrative Regulation: "Discipline" . . . . .	99
<b>DEPARTMENT OF PUBLIC AID</b>	
Adoption of Emergency Rule and Proposed Amendment to the Rule on Chore and Housekeeping Services . . . . .	115
<b>DEPARTMENT OF PUBLIC HEALTH</b>	
Proposed Rules and Regulation for the Choke-Saving Methods Act . . . . .	122
<b>DEPARTMENT OF PUBLIC HEALTH</b>	
Emergency Adoption of Guidelines for Advanced Life Support . . . . .	128
<b>JOINT COMMITTEE ON ADMINISTRATIVE RULES</b>	
Certification and Statement of Objections — Per Section 7.06 (d ), (e) and (f) of the Illinois Administrative Procedure Act . . . . .	217
<b>JOINT COMMITTEE ON ADMINISTRATIVE RULES</b>	
Agenda . . . . .	225



ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "ADMINISTRATION OF  
DISCIPLINE (MAINTAINING GOOD ORDER)"

Please Take Notice that the Illinois Department of Corrections Adult Division Administrative Regulation: "Administration of Discipline (Maintaining Good Order)" (#804) now in effect, as amended August 25, 1976 is rescinded and replaced by Adult Administrative Regulation: "Administration of Discipline (Maintaining Good Order)" (#804), effective January 31, 1978, as filed with the Secretary of State. The complete text of this regulation follows hereafter.

This emergency adoption is necessary because of the enactment of Public Act 80-1099, effective February 1, 1978.

The "Administration of Discipline" regulation, authorized under rule making powers in Chapter 38, Paragraph 1003-2-2 outlines the procedures for the administration of discipline to a resident of the Department of Corrections who fails to meet his/her obligation to obey the Department's regulations. Also, this regulation prohibits corporal punishment and disciplinary restrictions on diet, medical or sanitary facilities, clothing, bedding, mail, or access to legal materials; and reduction in frequency of use of toilets, washbowls and showers.

The contents of this regulation include the following:

- A. Chargeable Offenses and Maximum Penalties
- B. Preparation of a Resident Disciplinary Report
- C. Initial Review of a Resident Disciplinary Report
- D. Adjustment Committee and Program Unit Division of Responsibility
- E. Adjustment Committee Composition
- F. Program Unit Composition
- G. Adjustment Committee Hearing Procedures
- H. Computation of Segregation Time and Multiple Offenses
- I. Program Unit Hearing Procedures
- J. Confinement Pending Investigation
- K. Confinement Pending Transfer
- L. Confinement in Control Segregation
- M. Standards for Living Conditions in Segregation
- N. Administration of Segregation Unit
- O. Format of Resident Disciplinary Report
- P. Format for Adjustment Committee Procedures
- Q. Format for Adjustment Committee Summary

The complete text of this regulation is as follows:


## ADMINISTRATIVE REGULATIONS

SECTION NUMBER

804

PAGE NUMBER

1 of 18



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

EFFECTIVE DATE 2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

- I. **POLICY OF DEPARTMENT:** The residents of the Illinois Department of Corrections are obligated to obey its regulations. When a resident fails to do so, discipline shall be administered pursuant to the following procedures. Corporal punishment and disciplinary restrictions on diet, medical or sanitary facilities, clothing, bedding, mail, or access to legal materials are prohibited, as are reductions in the frequency of use of toilets, washbowls and showers.

II. **EXPLANATION:**

## A. Chargeable Offenses and Maximum Penalties

1. The following conduct by residents shall be considered violations of regulations. Listed after each chargeable offense is the maximum penalty that the Adjustment Committee may impose if the resident is found guilty of the violation after a disciplinary hearing.

	Maximum Time in C Grade	Maximum Amount* of Good Time Revocation	Maximum Time in Segregation
( 1 ) Disobeying any order from any institutional employee or any prison rule.	90 days	1 month	15 days
( 2 ) Being disrespectful to any employee of the institution or to any person visiting the institution.	90 days	1 month	15 days
( 3 ) Refusing properly authorized work and/or housing assignments; carelessness or negligence of work or refusal to work.	90 days	1 month	15 days
( 4 ) Swearing, cursing, or use of any other vulgar, abusive, insolent, threatening, or improper language toward any other resident or employee or indecency in language, action, or gesture at any time.	90 days	1 month	15 days
( 5 ) Assaulting an employee or resident or fighting with a resident or employee.	1 year	12 months	12 months
( 6 ) Leaving a cell, a place of assignment, or other appointed place without permission.	90 days	1 month	15 days
( 7 ) Willfully disfiguring or damaging any part of the institution or any materials, tools, or machinery.	90 days	1 month	15 days
( 8 ) Committing of any mutinous act, inciting to riot and/or general disturbance in any part of the institution or on any work assignment.	1 year	12 months	12 months



## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

804

PAGE NUMBER

2 of 18

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77


## SUBJECT:

Administration of Discipline (Maintaining Good Order)

	Maximum Time in C Grade	Maximum Amount* of Good Time Revocation	Maximum Time in Segregation
( 9 ) Using intoxicants, being under the influence of any kind of drug or medication not prescribed by institutional personnel, or having possession of narcotics, barbiturates and/or amphetamines.	180 days	3 months	30 days
(10) Making or having possession of any kind of dangerous weapon.	1 year	12 months	6 months
(11) Failing to report to a work assignment and/or any destination without authorized permission or excuse.	90 days	1 month	15 days
(12) Possessing U.S. currency, coin or paper, without authorization.	120 days	2 months	15 days
(13) Forging or altering a pass.	90 days	1 month	15 days
(14) Giving false information to an employee.	90 days	1 month	15 days
(15) Passing or receiving contraband from another resident, visitor and/or employee.	120 days	2 months	30 days
(16) Gambling of any type.	90 days	1 month	15 days
(17) Possessing a syringe and/or needle.	180 days	2 months	30 days
(18) Possessing controlled medication without prescription and authorization from an institutional medical official.	90 days	1 month	15 days
(19) Forging a request of any type, i.e., check request, commissary orders, etc.	90 days	1 month	15 days
(20) Stealing and/or unauthorized possession of State property or property of employees or other residents.	180 days	2 months	30 days
(21) Stealing or giving away unauthorized food or medication.	90 days	1 month	15 days
(22) Obtaining or attempting to obtain unauthorized medication.	90 days	1 month	15 days
(23) Refusing to keep person or housing assignment clean and tidy.	90 days	1 month	15 days



## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

804

PAGE NUMBER

3 of 18

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

	Maximum Time in C Grade	Maximum Amount* of Good Time Revocation	Maximum Time in Segregation
(24) Engaging with others in or pressuring others to engage   in any unnatural sexual activity.	1 year	12 months	12 months
(25) Gathering around an employee in a threatening or intimidating manner.	1 year	12 months	12 months
(26) Smoking in unauthorized areas.	30 days	None	7 days
(27) Tattooing the body or piercing the ears.	90 days	1 month	7 days

\*This applies to statutory good time and good conduct credits.

If a resident is only demoted to "B" grade for any of the above infractions, the maximum time period for said demotion shall be as above.

If a resident is found guilty of an infraction and assigned to segregation status, the Adjustment Committee will give him/her a definite period of time to be spent in segregation. A resident may petition the Adjustment Committee for reduction of the amount of time to be spent in segregation—on the basis of his/her attitude and conduct while in that status—no more often than every 30 days. Said petition shall be filed in writing with the Assistant Warden for Program Services who shall ensure that the petition is considered by the Adjustment Committee within five working days after receipt of the request by the resident. The Adjustment Committee shall be required to personally interview the resident relative to his/her petition. The Adjustment Committee may either reduce the original segregation sentence imposed or indicate that it finds no basis for modifying the original action. A brief written rationale for the Committee's decision is to be provided to the resident, the Chief Administrative Officer, and the institutional record office.

#### B. Preparation of a Resident Disciplinary Report

1. Every employee, regardless of assignment, has a duty to observe the conduct of residents.
2. If an employee either observes a resident commit a chargeable offense, discovers evidence of its commission, or receives information from a reliable non-employee witness of such conduct, he/she shall prepare a Resident Disciplinary Report (see attached form).
3. The Resident Disciplinary Report form must be fully completed. The following information is essential:





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

804

PAGE NUMBER

4 of 18

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

- a. The name and register number of the charged resident.
- b. The place, time and date of the chargeable offense.
- c. The chargeable offense committed.
- d. A written statement of the conduct observed. Each and every event must be described.
- e. The names of any and all resident, employee and visitor witnesses.
- f. The chargeable offense must be designated as either major or minor in nature.
- g. The charging employee must sign the Resident Disciplinary Report.

C. Initial Review of a Resident Disciplinary Report

1. The Resident Disciplinary Report must be prepared and forwarded to the Shift Supervisor prior to the end of the shift during which the incident occurred or was discovered.
2. The Shift Supervisor shall determine whether or not it is necessary to place the resident in temporary confinement status pending a disciplinary hearing. Such a decision shall be based on the degree of aggressiveness exhibited by the resident, the degree of threat posed to the safety and security of the institution, and/or the resident's need for safekeeping to protect him/her from injury.
3. The Shift Supervisor shall review each Resident Disciplinary Report and determine:
  - a. If the reported facts justify a disciplinary hearing. If not, he/she is to expunge the ticket and counsel the reporting employee.
  - b. If the Resident Disciplinary Report has been completed properly.
  - c. Whether to accept or reject the reporting employee's classification of the offense as major or minor. If major, he/she is to assign the resident's disciplinary report to the Adjustment Committee. If minor, he/she is to assign the report to the Program Unit.

D. Adjustment Committee and Program Unit Division of Responsibility

1. The Adjustment Committee shall conduct a hearing on all Resident Disciplinary Reports which constitute a major chargeable offense. A major chargeable offense would be any offense which could result in removal from the general population,

## ADMINISTRATIVE REGULATIONS

SECTION NUMBER

804

PAGE NUMBER

5 of 18



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

EFFECTIVE DATE 2/1/78

SUPERSEDES  
A. R. 804

DATED: 1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

removal from program, demotion in grade, or loss of statutory good time/good conduct credits.

2. The Program Unit shall conduct a hearing on all Resident Disciplinary Reports which constitute a minor chargeable offense. A minor chargeable offense would be any offense which could result in a reprimand or a loss of privileges.

## E. Adjustment Committee Composition

1. The Adjustment Committee shall be composed of three members appointed on a rotating basis by the Chief Administrative Officer.
2. The members of the Adjustment Committee may be selected from the following individuals: Assistant Warden for Program, Assistant Warden for Operations, Major of the Guard, Administrative Assistant to the Chief Administrative Officer, Clinical Services Supervisor, Captain, Lieutenant, Casework Supervisor, Counselor, Chief Education Administrator, and R & C Supervisor.
3. Any of the above-listed individuals, with the exception of a Lieutenant or Counselor, may be designated as Chairman of a particular Adjustment Committee.
4. The Chief Administrative Officer shall ensure that either a Casework Supervisor, a Counselor, the Clinical Services Supervisor or the Assistant Warden for Program sit on each Adjustment Committee.

## F. Program Unit Composition

1. The Program Unit shall be composed of a group of individuals appointed by the Chief Administrative Officer to hear minor charges on a rotating basis. One individual from this Unit shall serve as the hearing officer.
2. The members of the Program Unit may be selected from the following individuals: Captains, Lieutenants, and Program Services staff members.
3. No member of the Program Unit shall conduct hearings on more than five days during any 30-day period.

## G. Adjustment Committee Hearing Procedures

1. The hearing before the Adjustment Committee must be commenced no more than 72 hours after the commission of the chargeable offense or the discovery of it—unless the resident is away from the institution for any reason and thus unable to participate in the hearing and/or medical staff certifies that he/she is too ill to appear.





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

804

PAGE NUMBER

6 of 18

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

2. The resident must receive written notice of the facts and charges being presented against him/her no less than 24 hours prior to the hearing before the Adjustment Committee. The resident may waive this time period if he/she understands that he/she is entitled to it but chooses not to use it. This waiver shall be in writing.
3. The notice of charge will be written legibly or typed on a pre-printed form (see example, Attachment B) provided to staff for this purpose.

Pre-printed portions of this form must convey the following information to the resident being charged: that he/she has a right to appear before the Adjustment Committee and contest the rule violation by presenting a written or oral statement or explanation of his/her actions; that he/she may present to the committee relevant physical exhibits, such as records or documents; that he/she has the right to ask that witnesses be interviewed and, if necessary in the committee's judgment, be called to testify by the committee during his/her hearing; that he/she may ask the committee to question witnesses along lines suggested by him/her; that he/she must indicate in advance of the hearing the witnesses he/she wishes to have interviewed or called to testify by filling out the appropriate space on this form, tearing it off, and returning it to the committee; that he/she may have the assistance of a Staff Counselor to help him/her prepare a defense; that he/she may request a reasonable extension of time to prepare for the hearing; and that, if found guilty of a major chargeable offense, he/she may be placed in segregation and/or deprived of his/her current grade and/or statutory good time/good conduct credits.
4. Under no circumstances may any person who initiated the allegations which serve as the basis for the Resident Disciplinary Report, or who investigated those allegations, or who witnessed the incident sit on the Adjustment Committee hearing that Resident Disciplinary Report.
5. All Adjustment Committee hearings shall be conducted in an area of the facility that affords privacy for the participants and allows for the confidentiality of any evidence presented.
6. After the Adjustment Committee hearing is convened, a resident may, upon request and if good cause is shown, be granted reasonable additional time to prepare his/her defense.
7. Any resident charged with a violation of rules being heard by the Adjustment Committee may appear before and address the Committee. The resident may make any relevant statement or introduce any relevant documentary evidence he/she wishes in his/her defense. The resident may request witnesses in writing prior to the hearing or seek a continuance if he/she failed to make this request in a timely manner before the hearing.
8. The Adjustment Committee shall rule on the admissibility of evidence presented. The Committee shall admit all evidence which is relevant to the issue of whether or

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

804

PAGE NUMBER

7 of 18

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

not the resident committed the chargeable offense. Evidence which is irrelevant or cumulative may be excluded. If any evidence is excluded, a written reason will be recorded.

9. The Adjustment Committee, within its discretion, may call any witnesses with relevant knowledge of the incident. The Committee may interview witnesses and prepare summaries of their testimony prior to the hearing. The resident does not have the right to confront or cross-examine any witness. The resident may submit questions for witnesses to the Committee prior to the hearing. Such questions shall be asked by the Committee unless found to be cumulative, irrelevant, or threaten the safety of individuals or the security of the institution. Witnesses requested by residents may be excluded if their testimony would be irrelevant, cumulative, jeopardize the safety of an institution, or disrupt the security of the facility. If any witness is excluded, a written reason will be recorded.
10. Residents shall not have a right to either retained or appointed counsel to prepare his/her defense or appear on his/her behalf before the Adjustment Committee. Any resident may request the assistance of a staff member in the preparation and presentation of his/her defense.
11. The Adjustment Committee shall decide whether or not the resident committed the chargeable offense based upon the evidence it admits at the hearing. All evidence submitted, including all oral and written statements, shall be summarized in the written record prepared by the Committee. The Committee members shall specifically refer to the evidence which convinced them to decide the resident did or did not commit the chargeable offense. A short explanation shall be stated of why information purporting to exonerate the resident was discounted—if the resident was found in violation. It will not be sufficient for the Committee's decision to simply adopt and copy the exact wording of the Resident Disciplinary Report. In addition, the disposition of the hearing, the disciplinary action taken, the duration of a segregation placement, as well as the reasons for the disciplinary action and the length of the segregation placement shall be specified in the written record. The written record must be signed by all the members of the Adjustment Committee.
12. The resident must be given a copy of the written record within 24 hours after the disposition is made. If personal safety or institutional security is jeopardized by certain references in the written record, they may be deleted from the resident's copy but the fact that omissions have been made should be noted on the copy.
13. The Adjustment Committee shall take any of the following actions, based on the evidence admitted:
  - a. Find that the resident did not commit the chargeable offense. In that case, the Committee shall order that the Resident Disciplinary Report be dismissed and expunged from the resident's records.





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

804

PAGE NUMBER

8 of 18

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

- b. Find that further investigation is necessary to determine if the resident did or did not commit the chargeable offense. The Committee may order that the resident be confined in investigatory status for up to 30 days. Such a placement is to be terminated immediately if it appears that the investigation will not be successful in proving a violation by the resident.
- c. Find that the resident did commit the chargeable offense. The Committee may order one or more of the following disciplinary actions:
  - (1) Reprimand the resident.
  - (2) Suspend a privilege or the privileges of the resident for a specific period of time not to exceed 90 days. Disciplinary restrictions on visitations, work, education or program assignments and the use of the library shall be related as closely as practicable to abuse of such privileges or facilities. This shall not apply to segregation of persons for purposes of institutional control.
  - (3) Recommend reduction of the resident's grade. The maximum length of time a resident may spend in "C" grade for any given chargeable offense shall not be exceeded.
  - (4) Recommend changing the resident's program.
  - (5) Recommend changing the resident's housing assignment or transferring the resident to another correctional facility.
  - (6) Recommend the revocation of the resident's statutory good time or good conduct credits. The maximum amount of statutory good time or good conduct credits a resident may lose for any given chargeable offense shall not be exceeded.
  - (7) Recommend increasing the resident's security classification.
  - (8) Order the resident placed in segregation. The maximum period of time a resident may spend for any given chargeable offense shall not be exceeded.
14. If the decision of the Adjustment Committee is adverse to the resident, the Adjustment Committee must inform the resident of his/her right to appeal through the grievance procedure—which is established in Adult Division Administrative Regulation 845. However, when recommendations relative to revocation of good conduct credits are rendered and concurred with by the Chief Administrative Officer, and the amount of time recommended for revocation exceeds 30 days in a


## ADMINISTRATIVE REGULATIONS

SECTION NUMBER

804

PAGE NUMBER

9 of 18



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

EFFECTIVE DATE 2/1/78

SUPERSEDES  
A. R. 804

DATED: 1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

12-month period—effective February 1, 1978—an automatic review of those actions will be conducted directly by the Administrative Review Board.

15. A copy of the Resident Disciplinary Report shall be forwarded to the Chief Administrative Officer or his/her designee for review and approval, for review and approval, along with the Adjustment Committee summary, within 96 hours of the infraction or discovery of same. A copy of the Resident Disciplinary Report and the written record of the Adjustment Committee hearing shall then be filed in the resident's Master Record File.
16. The Chief Administrative Officer or his/her designee shall automatically review all Adjustment Committee dispositions and written records. When reviewing such records, the Chief Administrative Officer may take the following actions:
  - a. Confirm the disposition in whole or part.
  - b. Order additional or new proceedings.
  - c. Suspend or overturn the disposition.

The Chief Administrative Officer shall not increase the sanctions imposed. The resident shall be notified if the Chief Administrative Officer modified the Adjustment Committee action.

17. The Director or his designee shall automatically review all Adjustment Committee dispositions and written records when it has been recommended that the resident lose statutory good time or good conduct credit. When reviewing such records, he may take the following actions:
  - a. Confirm the recommendation in whole or part.
  - b. Order additional or new proceedings.
  - c. Suspend or overturn the recommendation.

The Director shall not increase the sanctions imposed, but may reduce them. The resident shall receive a copy of this review.

## H. Computation of Segregation Time and Multiple Offenses

1. When the resident has been found in violation of more than one chargeable offense arising from a single incident, the maximum penalty shall not exceed the maximum penalty for the most severe offense he is found to have committed.
2. When the resident has been found in violation of more than one chargeable offense arising from separate incidents, the maximum penalty for each offense may be imposed; such penalties shall run consecutively.





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

804

PAGE NUMBER

10 of 18

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

## I. Program Unit Hearing Procedures

1. All procedures applicable to an Adjustment Committee hearing shall be utilized by the Program Unit.
2. Given the fact that the Program Unit shall hear only minor chargeable offenses, every effort shall be made to expedite the conclusion of the hearing.

Witnesses shall ordinarily not be called, but the Program Unit has the authority to do so if fairness would require their testimony.

The written record of the Program Unit hearing may be made on the reverse side of the Resident Disciplinary Report, copies of which will be placed in the resident's Master Record File and distributed to the resident.

3. The Program Unit may take the following action in disposition of a hearing on a minor Resident Disciplinary Report based on the evidence admitted:
  - a. Find that the resident did not commit the chargeable offense. In such cases, the Program Unit shall order that the Resident Disciplinary Report be dismissed and expunged from the resident's records.
  - b. Find that the resident did commit the chargeable offense. In that case, the Program Unit may order one or more of the following disciplinary actions:
    - (1) Reprimand the resident.
    - (2) Suspend a privilege or privileges of the resident for a specific period of time not to exceed 90 days. Disciplinary restrictions on visitation, work, education or program assignments and the use of the library shall be related as closely as practicable to abuse of such privileges or facilities.
  - c. At no time may a resident be placed in investigatory status or segregation for a minor chargeable offense, nor may a resident be reduced in grade or suffer a loss of good time for such charges.

## J. Confinement Pending Investigation

1. It is recognized that incidents occur which, in the interest of institutional security and safety, require that a resident be removed from the general population and placed in a holding unit pending the completion of an investigation. As the holding unit functions in the same manner as a segregation unit (except that single celling is not required in the holding unit), a resident must be provided with the same procedural safeguards and

## ADMINISTRATIVE REGULATIONS

SECTION NUMBER

804

PAGE NUMBER

11 of 18



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

services as are required by this regulation relative to placements, conditions and services in a segregation unit.

2. A Resident Disciplinary Report must be prepared and the appropriate hearing before the Institutional Adjustment Committee must be held within the 72-hour guideline. The report and hearing should provide the resident with as much information as possible regarding the incident which resulted in his/her placement in a holding unit. It is not necessary that information which would be a detriment to the investigation process be provided to the resident; however, sufficient information must be provided so that the resident understands the reason for placement on investigation status and the general nature of the allegations or charges under investigation.
3. In order to ensure that such investigations are completed within a reasonable time period, a 30-day limitation shall be imposed on the retention of a resident on an investigation status in a holding unit. The resident shall be informed at the Adjustment Committee hearing that specific charges will be preferred within 30 days of his/her placement in the holding unit.
4. A resident's placement on investigation status in the holding unit is temporary in nature. Such placement is to be terminated immediately if it appears that the investigation will not be successful in proving a violation by the resident as outlined in Paragraph A, above.


## K. Confinement Pending Transfer

1. Whenever it is deemed necessary by the Chief Administrative Officer to transfer a resident to another correctional facility for security reasons, the resident may be confined in a holding unit for not more than 72 hours. See ARs 819 and 822 on transfers.

## L. Confinement in Control Segregation

1. Control Segregation shall be defined as the short-term confinement of residents presently assigned to the Segregation Unit, in a security environment designed for the control of residents where extreme violence, bizarre or self-destructive behavior is manifested. Only single celling will be allowed in Control Segregation.
2. The decision for the immediate placement of a resident in a Control Segregation cell may be made only by the Security Shift Supervisor, Duty Warden, Assistant Warden for Operations or Program, or the Chief Administrative Officer. In addition, prior to a resident's placement in Control Segregation, his/her case must be discussed with the institution physician to ensure that there are no medical contraindications to placement in a Control Segregation Cell. In addition, the resident so placed must be examined by an institutional physician within 24 hours after his/her placement in a Control Segregation cell.



 <p><b>ADMINISTRATIVE REGULATIONS</b></p> <p>STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION</p>	<b>SECTION NUMBER</b> 804	<b>PAGE NUMBER</b> 12 of 18
	<b>EFFECTIVE DATE</b> 2/1/78	
	<b>SUPERSEDES</b> A. R. 804	<b>DATED:</b> 1/31/77
<b>SUBJECT:</b> Administration of Discipline (Maintaining Good Order)		

3. Under no circumstances will a resident remain in a Control Segregation cell in excess of two consecutive 72-hour periods for a single incident. At the end of the initial 72-hour period, the Duty Warden, the Assistant Warden for Program or Operations, or the Chief Administrative Officer shall review the resident's behavior exhibited while in Control Segregation and, if the decision is made to continue the resident's placement in Control Segregation for an additional 72-hour period, shall state in writing the reasons in support of such a decision. When a resident is removed from a control cell, he/she will not be reconfined in Control Segregation for 24 hours to provide a period for acceptable behavior to be manifested.
4. The procedures of Administrative Regulation 804 relative to the preparation of a Resident Disciplinary Report, notification of the resident, and Adjustment Committee procedures are to be followed in all Control Segregation placements. The Adjustment Committee will review all actions and determine if disciplinary action is warranted.
5. Control Segregation cells may be removed and isolated from the regular Segregation Unit and/or cell fronts may be screened or partially covered so that disruption is minimized; food and vision panels must be provided.
6. Control Segregation cells should be equipped with a bed, mattress, and clean bedding (changed after a resident's release from the control cell), a wash basin with running water and a flushable toilet (water may be controlled outside of the cell to prevent flooding), and a security light of sufficient size to observe resident activities (control may be outside the cell). Heating and ventilation, one set of regular institution clothing and essential elements for personal hygiene and health should be provided. Personal property will be restricted to personal mail, legal papers and commissary items which should not pose a threat to the safety of the resident and employees.
  - a. Any equipment or material provided or allowed in a Control Segregation cell may be removed or restricted if the resident abuses the use of an item or if the item is considered a threat to the personal safety of the resident or employees.
7. Residents shall be provided, consistent with needs and behavior, all services, e.g., counseling, food, clothing, chaplaincy and library access, with the exception that these services will always be provided at the cell location. Control Segregation residents shall not participate in programmatic activities outside the cell. Residents in Control Segregation shall be visually checked at least every half-hour. Out-of-cell activity shall not be provided. Medical services shall be provided at or outside the cell as determined necessary by medical authority.

**ADMINISTRATIVE REGULATIONS**

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION



SECTION NUMBER

804

PAGE NUMBER

13 of 18

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77


**SUBJECT:**

Administration of Discipline (Maintaining Good Order)

**M. Standards for Living Conditions in Segregation**

1. Every attempt shall be made to provide single celling. However, double celling may be permitted if adequate facilities are not available for all segregation residents. In such cases, the Chief Administrative Officer of the facility must personally approve the double celling of any individual in segregation status, doing so only after he/she has thoroughly reviewed that resident's Master Record File.
2. The cell shall be minimally furnished in the following manner:
  - a. A bed not unlike that used by the general population, securely fastened to the cell.
  - b. Clean bedding—a mattress; blankets, which are to be changed every 90 days; a pillow; sheets and a pillow case, which are to be changed weekly.
  - c. A washbasin with running water and flushable toilet facilities.
3. Adequate lighting inside and outside of each cell to provide the resident with sufficient reading light and to observe cell house/resident activities. Bulb size requirements for cells to supply reading light is partially dependent on peripheral lighting.
4. Heating and ventilation should be provided for resident comfort consistent with climatic conditions.
5. All segregation cells shall be located at or above ground level.
6. Food passages shall be provided in each of the cells.
7. Only a single door shall be provided for each cell; where only a solid door is available, a permanent vision panel will be provided.
8. No physical restraints shall be placed upon the resident to confine his/her movements within the cell.
9. Personal Hygiene:
  - a. Occupants shall be provided with short-handled brooms and cleaning materials as often as required.
  - b. Toilet tissue and towels shall be provided for daily use; toothbrushes and toothpaste shall be provided, even if resident commissary funds are unavailable.



 <p style="text-align: center;"><b>ADMINISTRATIVE REGULATIONS</b></p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION</p>	<p style="text-align: center;">SECTION NUMBER</p> <p style="text-align: center;">804</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">14 of 18</p>
	<p style="text-align: center;">EFFECTIVE DATE      2/1/78</p>	
	<p>SUPERSEDES</p> <p>A. R.      804</p>	<p>DATED:      1/31/77</p>
<p><b>SUBJECT:</b></p> <p style="text-align: center;">Administration of Discipline (Maintaining Good Order)</p>		

- c. Personal showers shall be provided at least once weekly—more often if possible.
  - d. One set of regular institutional clothing shall be continuously provided, with a weekly change of clean clothes.
  - e. False teeth, eyeglasses and other essential elements of personal hygiene and health are to be allowed in the absence of good cause shown to the contrary, for the safety of the resident.
10. All residents in segregation may possess whatever additional belongings residents in the general population may possess, by grade.
  11. Visits shall be permitted, consistent with institutional regulations which apply to the general population, by grade.
  12. Commissary privileges shall be consistent with institutional regulations which apply to the general population, by grade, except that the Chief Administrative Officer may find it necessary to restrict the sale of certain items to segregation residents due to safety and security considerations.
  13. Medical care shall be consistent with that provided the general population. Medical technicians shall visit the unit daily to screen requests for medical attention. A medical doctor shall visit the segregation unit on a weekly basis to observe the adherence to humane conditions and proper medical care. All visitations by medical technicians and physicians shall be logged.
  14. The same food services provided to the general institutional population shall be provided to segregation residents, including menus and hours.
  15. Institutions with full-time Chaplains shall ensure that one or more Chaplains visit the segregation area on a daily basis. Institutions with only part-time or contractual Chaplaincy service shall ensure that a Chaplain visits segregation at least once a week. Visits by Chaplains to segregation shall be logged.
  16. Telephone calls shall be permitted in accordance with the privileges offered to general institutional residents, by grade.
  17. A minimum of one hour per week of recreation outside the cells shall be provided for all residents.
  18. At least two correctional officers shall be assigned to move each resident in segregation in and out of his/her cell.

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

804

PAGE NUMBER

15 of 18

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R. 804

DATED:

1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

19. Chemical agents used for control may be utilized only in extreme circumstances and then only in conformance with the established directives for the use of physical restraints.
  20. Abuse of privileges by an individual resident will be just cause for their removal by the supervising officer from that individual until a review indicates that all or some of the privileges may be reinstated.
  21. Statutes state that disciplinary restrictions on visitation, work, education, or program assignments and the use of the library shall be related as closely as practicable to abuse of such privileges or facilities. The Statute, however, further states that this provision shall not apply to segregation of persons for purposes of institutional control.
- N. Administration of Segregation Unit
1. The Chief Administrative Officer shall assign a person of no less a rank than Lieutenant for the supervision and administration of the Segregation Unit.
  2. All correctional officers and counselors assigned full-time to the Segregation Unit shall be rotated to a different assignment within a 12-month period.
  3. Accessibility to assigned Correctional counselors on a regular basis shall be assured. Each resident in segregation status shall be interviewed by his assigned Correctional Counselor at least once every 30 days.
  4. The Chief Administrative Officer shall assure that each resident in segregation status has opportunity for continued involvement in programs, where possible, on an individual basis by grade, using itinerant methods, if necessary.
  5. If the resident is in segregation status for more than 30 consecutive days, steps shall be taken to ensure the revision of his/her Program Agreement. The Program Agreement should be revised and maintained current while the resident is in segregation status.





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

804

PAGE NUMBER

16 of 18

EFFECTIVE DATE 2/1/78

SUPERSEDES  
A. R. 804

DATED: 1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

DCA 7114 RESIDENT DISCIPLINARY REPORT

Resident: \_\_\_\_\_

Register No.: \_\_\_\_\_

Date &amp; Time of Observation: \_\_\_\_\_

Location and/or Assignment: \_\_\_\_\_

(Employee's Signature/Title/Shift or Department)

Observation \_\_\_\_\_

Note for Employee: Use reverse side and additional pages if necessary to describe observation.

(Names-Witnesses, if any)

Submitted To: Adjustment ☐ Program ☐

(Reviewed by Supervisor/Date)

Copies - Committee - Resident - Supervisor -  
File

Attachment A

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

804

PAGE NUMBER

17 of 18

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77

## SUBJECT:

Administration of Discipline (Maintaining Good Order)

## ADJUSTMENT COMMITTEE PROCEDURES

Violation Date and Time \_\_\_\_\_

(Staple Resident Disciplinary Report Here)

Please be advised that you have the right to appear before the Adjustment Committee and contest this rule violation charge by presenting a written or oral statement or explanation of your actions. You may present to the Committee relevant physical exhibits such as records or documents; you have a right to ask that witnesses be interviewed and, if necessary in the Committee's judgment, they may be called to testify during your hearing. In addition, you may ask the Committee to question the witness along lines you suggest. You must indicate in advance of the hearing the witnesses you wish to have interviewed by filling out the appropriate space on this form, tearing it off, and returning it to the Committee. If you are illiterate or seriously handicapped, you may have the assistance of a staff counselor to help you prepare a defense. You may request a reasonable extension of time to prepare for your hearing. If you are found guilty of a serious rule violation and are found to be a danger to the institutional community, you may be placed in segregation and/or deprived of your current grade and statutory good time credit.

(Employee Serving Copy on Resident)

(When served - Date &amp; Time)

-----  
(DETACH AND RETURN TO ADJUSTMENT COMMITTEE)

I hereby agree to waive the 24 hour provision prior to the Committee hearing.

Violation Date and Time:

\_\_\_\_\_  
Signature of Resident and Register Number-----  
(DETACH AND RETURN TO ADJUSTMENT COMMITTEE) Violation Date and Time:

I would like the Adjustment Committee to consider calling the following witnesses:

\_\_\_\_\_  
Date\_\_\_\_\_  
Resident's Number\_\_\_\_\_  
Resident's Signature

Attachment B



## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

804

PAGE NUMBER

18 of 18

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

804

DATED:

1/31/77

SUBJECT:

Administration of Discipline (Maintaining Good Order)

## ADJUSTMENT COMMITTEE SUMMARY

Resident's Name: \_\_\_\_\_ Register No.: \_\_\_\_\_

Date &amp; Time of Violation \_\_\_\_\_

WITNESSES CALLED

☐ YES☐ NO

RATIONALE:

RECORD OF PROCEEDINGS: \_\_\_\_\_

DISPOSITION AND/OR DISCIPLINARY ACTION: \_\_\_\_\_

BASIS FOR DECISION/EVIDENCE RELIED UPON: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Adjustment Committee/or Program Team\_\_\_\_\_  
Member, Committee\_\_\_\_\_  
Member, CommitteeApproved ☐ Not Approved ☐\_\_\_\_\_  
Warden\_\_\_\_\_  
Date

Attachment C



ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF JUVENILE  
DIVISION ADMINISTRATIVE REGULATION:  
"COMPENSATORY GOOD TIME CREDITS"

Please Take Notice that the Illinois Department of Corrections proposes the Emergency Adoption of Juvenile Division Administrative Regulation: "Compensatory Good Time Credits" (#527), effective January 31, 1978, as filed with the Secretary of State. The complete text of this regulation follows hereafter.


This emergency adoption is necessary because of the enactment of Public Act 80-1099, effective February 1, 1978.

The "Compensatory Good Time Credits" regulation, authorized under rule making powers in Chapter 38, Paragraphs 1003-2-2 and 1003-12-5, outlines the awarding compensatory good time credits to all juvenile felons and misdemeanants who are performing work assignments or participating in other education, vocational and therapeutic programs at correctional facilities or in field services programs in the State and who are not serving a determinate sentence according to the provisions of Public Act 80-1099.

The contents of this regulation include:

- . Compensatory Good Time Computation
- . Criteria for loss of Compensatory Good Time
- . Eligibility Criteria in relation to Public Act 80-1099

The complete text of this regulation is as follows:

 <p><b>ADMINISTRATIVE REGULATIONS</b></p> <p>STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	SECTION NUMBER	PAGE NUMBER
	527	1 of 2
	EFFECTIVE DATE 2/1/78	
SUPERSEDES		DATED:
A. R.		
SUBJECT:		
Compensatory Good Time Credits		

I. **POLICY OF DEPARTMENT:** To award compensatory good time credits to all juvenile felons or misdemeanants who are performing work assignments or participating in other education, vocational and therapeutic programs at correctional facilities or in field service programs in the State and who are not serving a determinate sentence pursuant to the provisions of Public Act 80-1099.

II. **EXPLANATION:**

A. Each youth shall normally be awarded seven and one-half (7½) days of compensatory good time for each month he/she is in custody in a correctional facility or field services program. Youths shall receive compensatory good time on a prorated basis during the month received in the agency and the month released from an institution or facility on parole status, on mandatory release status, or due to expiration of sentence, based upon the date of receipt of release as follows:

**INCOMING RESIDENTS**

**RELEASED RESIDENTS**

Day of Month Received	Days Credit	Scheduled Date of Release	Days Credit	New Release Date
2-4	6	1-4	0	1-4
5-9	5	5-9	1	4-8
10-14	4	10-14	2	8-12
15-19	3	15-19	3	12-16
20-24	2	20-24	4	16-20
25-28	1	25-28	5	20-23
29 plus	0	29 plus	6	23

- B. Any youth placed in confinement for a period of more than seven days in any given month pursuant to a hearing before the Adjustment Committee in accordance with Administrative Regulation 509 shall lose his/her compensatory good time for that month.
- C. A youth may also lose compensatory good time for any month during which he/she is reported by his/her work/program supervisor for carelessness, negligence or refusal to work, providing such action is approved by the Institutional Adjustment Committee. No youth shall lose any compensatory good time credits because he/she was unable to work or participate in an institutional program through no fault of his/her own.
- D. No youth shall lose compensatory good time credits for any period during which he/she did not participate in his/her assignment in order to:
- Attend sick call, in accordance with the rules set forth by the Chief Administrative Officer of each facility/program.

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

527

PAGE NUMBER

2 of 2

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

DATED:

SUBJECT:

Compensatory Good Time Credits

2. Leave the facility/program on an authorized absence.
  3. Testify in court or before an administrative tribunal.
  4. Be placed in voluntary confinement.
  5. Participate in any optional departmental program properly available to him/her.
- E. Any youth placed in "temporary confinement" classification pending an investigation of charges shall receive compensatory good time for that month if investigation findings indicate that continued confinement placement is not warranted.
- F. No youth shall lose any compensatory good time credits for any period during which he/she was transferred from one facility/program to another and was, therefore, unable to complete his/her assignment for an entire month at any one facility/program.
- G. The facility/program at which the youth is residing on the last day of the month shall credit him/her with compensatory good time unless:
1. The receiving facility/program obtains information from the sending facility/program that the youth was found to have violated one of the rules set forth in this regulation at the sending facility/program or any other facility/program at which the resident was incarcerated during the month.
  2. The receiving facility/program finds that the youth has violated one of the rules set forth in this regulation.
- H. No youth shall lose compensatory good time for any month, except as outlined in this regulation.
- I. Any youth sentenced to the department under the provisions of Public Act 80-1099 or any current resident who elects to accept a definite release date from the Prisoner Review Board under the provisions of the above-referenced Public Act will not be eligible for compensatory good time.



ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF JUVENILE  
DIVISION ADMINISTRATIVE REGULATION:  
"MERITORIOUS GOOD TIME"

Please Take Notice that the Illinois Department of Corrections proposes the Emergency Adoption of Juvenile Division Administrative Regulation: "Meritorious Good Time" (#530), effective January 31, 1978, as filed with the Secretary of State. The complete text of this regulation follows hereafter.

This emergency adoption is necessary because of the enactment of Public Act 80-1099, effective February 1, 1978.

The "Meritorious Good Time" regulation, authorized under rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3, provides for a fair and equitable system for awarding meritorious good time to individuals committed to the department as juvenile felons or misdemeanants. Chapter 38, Paragraph 1003-6-3 allows for the diminution of sentences on the basis of meritorious service performed by persons committed to the department.

The complete text of this regulation is as follows:

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

530

PAGE NUMBER

1 of 1

EFFECTIVE DATE 2/1/78

SUPERSEDES

DATED:

A. R.

## SUBJECT:

Meritorious Good Time

- I. **POLICY OF DEPARTMENT:** To provide a fair and equitable system for awarding meritorious good time to individuals committed to the department as juvenile felons or misdemeanants.
- II. **EXPLANATION:**
  - A. Section 1003-6-3 of the Code of Corrections allows for the diminution of sentences on the basis of meritorious service performed by persons committed to the Department of Corrections.
  - B. Meritorious service shall be deemed to be extraordinary, exceptional, or heroic service or service of a similar nature. It shall not include normal good conduct, service performed on an ordinary work assignment, or the mere absence of violation reports.
  - C. Examples of meritorious service would include: 1) saving the life of an employee or other youth; 2) performing heroic service during a flood, tornado or act of God; 3) volunteering for an exceptionally hazardous or dangerous assignment; or 4) assisting in maintaining control where a general disturbance is occurring.
  - D. Petitions for granting meritorious good time may be submitted by any youth or by any person or persons in the employ of the Department of Corrections, in behalf of any youth.
  - E. Any such petition shall first be submitted to the Institution Adjustment Committee for its review. The Adjustment Committee shall forward its recommendation in writing to the Chief Administrative Officer within 14 days after receipt of the petition.
  - F. The Chief Administrative Officer shall review the total file and the recommendation of the Adjustment Committee. If he/she concurs with any favorable recommendation of the Adjustment Committee, he/she will forward the staff's recommendation and his/her concurrence to the Director of the department for final review. No meritorious good time shall be granted without the written approval of the Director.
  - G. No more than 90 days of meritorious good time shall be awarded for a specific instance of meritorious service.

ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF JUVENILE  
DIVISION ADMINISTRATIVE REGULATION:  
"STATUTORY GOOD TIME"

Please Take Notice that the Illinois Department of Corrections proposes the Emergency Adoption of Juvenile Division Administrative Regulation: "Statutory Good Time" (#526), effective January 31, 1978, as filed with the Secretary of State. The complete text of this regulation follows hereafter.

This emergency adoption is necessary because of the enactment of Public Act 80-1099, effective February 1, 1978.

The "Statutory Good Time" regulation, authorized under rule making authority in Chapter 38, Paragraph 1003-2-2, provides for the awarding, revocation, or restoration of Statutory Good Time, pursuant to Illinois Revised Statutes Chapter 38, Section 1003-6-3 as revised effective October 1, 1975, for youths not serving a determinate sentence under the provisions of Public Act 80-1099 and who have been committed to the Juvenile Division as a juvenile felon.

The contents of this regulation include:

- A. Statutory Good Time Computation
- B. Statutory Good Time Forfeiture
- C. Statutory Good Time Restoration

The complete text of this regulation is as follows:



## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

526

PAGE NUMBER

1 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED:

A. R.

SUBJECT:

Statutory Good Time

I. **POLICY OF DEPARTMENT:** To provide for the awarding, revocation or restoration of Statutory Good time, pursuant to Illinois Revised Statutes, Chapter 38, Section 1003-6-3, as revised effective October 1, 1975, for individuals *not* serving a determinate sentence under the provisions of Public Act 80-1099 and who have been committed to the Juvenile Division as a juvenile felon.

II. **EXPLANATION:**

A. **Statutory Good Time**

1. Youths appear before the Prisoner Review Board after having served their minimum sentence, less Statutory and Compensatory Good Time. In the event a youth must serve the maximum sentence, he/she will be discharged from institution or facility custody after serving the maximum of the sentence, less Statutory and Compensatory Good Time.
2. Statutory Good Time, with reference to both the minimum and the maximum sentence, shall be computed in accordance with the following table for individuals sentenced prior to June 1, 1977:

## SENTENCE

## TIME TO BE SERVED

1st year	11 months
2nd year	1 year and 9 months
3rd year	2 years and 6 months
4th year	3 years and 2 months
5th year	3 years and 9 months
6th year	4 years and 3 months
7th year	4 years and 9 months
8th year	5 years and 3 months
9th year	5 years and 9 months
10th year	6 years and 3 months
11th year	6 years and 9 months
12th year	7 years and 3 months
13th year	7 years and 9 months
14th year	8 years and 3 months
15th year	8 years and 9 months
16th year	9 years and 3 months
17th year	9 years and 9 months
18th year	10 years and 3 months
19th year	10 years and 9 months
20th year	11 years and 3 months
21st year	11 years and 9 months
22nd year	12 years and 3 months
23rd year	12 years and 9 months
24th year	13 years and 3 months
25th year	13 years and 9 months



## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

526

PAGE NUMBER

2 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED:

A. R.

SUBJECT:

Statutory Good Time

- a. On the maximum sentence, six months of good time is earned for each additional year.
3. Statutory Good Time, with reference to both minimum and maximum sentences, shall be computed in accordance with the following table for all individuals sentenced to the Department of Corrections after June 1, 1977:

## SENTENCE

## TIME TO BE SERVED

1st year	9 months
2nd year	1 year and 6 months
3rd year	2 years and 3 months
4th year	3 years
5th year	3 years and 9 months
6th year	4 years and 6 months
7th year	5 years and 3 months
8th year	6 years
9th year	6 years and 9 months
10th year	7 years and 6 months
11th year	8 years and 3 months
12th year	9 years
13th year	9 years and 9 months
14th year	10 years and 6 months
15th year	11 years and 3 months
16th year	12 years
17th year	12 years and 9 months
18th year	13 years and 6 months
19th year	14 years and 3 months
20th year	15 years
21st year	15 years and 9 months
22nd year	16 years and 6 months
23rd year	17 years and 3 months
24th year	18 years
25th year	18 years and 9 months

- a. On the maximum sentence, three months of good time is earned for each additional year.
- b. The provisions of Par. II A3 and Par. II A3a shall not affect any person presently incarcerated or presently on parole or mandatory release status and shall not operate to shorten or affect the release period of any person subject to its provisions.

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

526

PAGE NUMBER

3 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED:

A. R.

SUBJECT:

Statutory Good Time

4. For an individual who is sentenced on or after June 1, 1977, on an offense which he/she committed prior to this date, the table in Par. II A2 is to be used if the result would be an earlier initial parole eligibility date, i.e., when the youth's minimum is six years or more.
  - a. If a person receives consecutive sentences, where the second sentence is given on or after June 1, 1977, and is made consecutive to a sentence imposed prior to June 1, 1977, the second sentence merges into the first (Ill. Rev. Stats. Ch. 38, Sec. 1005-8-4(e)). Therefore, the former good time provisions apply.

**B. Forfeiture of Statutory Good Time:**

Any individual entitled to any diminution of his/her sentence by virtue of the Rules and Regulations of this department, who shall be guilty of misconduct or of violating these Rules or Regulations, or any Federal or State law, or the terms and conditions of his/her parole may have revoked any such diminution of sentence or statutory good time at the discretion of the Director of the Department of Corrections and upon recommendation of the Chief Administrative Officer—in accordance with due process provisions of Administrative Regulation 509—or the Prisoner Review Board—in the event of a violation of condition of parole. A recommendation for revocation may be made subsequent to an Adjustment Committee hearing and forwarded to the Chief Administrative Officer who, in turn, may forward same to the Director of Corrections. In the case of a parolee, a recommendation for revocation may be made subsequent to a Prisoner Review Board hearing and forwarded to the Director of Corrections. Said forfeiture may be made applicable to the minimum of the sentence, to the maximum of the sentence, or to both, and may deprive such individual of any portion or all of the good time that such person may have earned or may earn in the future.

**C. Restoration of Statutory Good Time:**

Statutory Good Time may be restored by the Director upon the recommendation of the Adjustment Committee and the Chief Administrative Officer in those cases where the change in the youth's behavior and his/her accomplishments are considered exceptionally meritorious. The youth may petition not more frequently than every six months through the Adjustment Committee for restoration of Good Time, stating the rationale for restoration. The Adjustment Committee shall make appropriate recommendations to the Chief Administrative Officer for its restoration which, if approved, will be sent to the Director of Corrections. A copy of the Committee's recommendation and a notation of the Director's decision shall be given to the youth.



ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF JUVENILE  
DIVISION ADMINISTRATIVE REGULATION:  
"INSTITUTION CREDITS"

Please Take Notice that the Illinois Department of Corrections proposes the Emergency Adoption of Juvenile Division Administrative Regulation: "Institution Credits" (#529), effective January 31, 1978, as filed with the Secretary of State. The complete text of this regulation follows hereafter.

This emergency adoption is necessary because of the enactment of Public Act 80-1099, effective February 1, 1978.

The "Institution Credits" regulation, authorized under rule making powers in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3, provides a procedure for the granting of institution credits, to advance the next parole hearing, when a continuance is issued by the Prisoner Review Board to a juvenile felon.

The complete text of this regulation is as follows:

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

529

PAGE NUMBER

1 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED:

A. R.

SUBJECT:

Institution Credits

I. **POLICY OF DEPARTMENT:** To provide a procedure for the granting of institution credits, to advance the next parole hearing, when a continuance is issued by the Prisoner Review Board to a juvenile felon.

II. **EXPLANATION:**

If a juvenile felon is denied parole after serving his/her minimum sentence less Statutory, Compensatory and Meritorious Good Time, the youth is thereafter eligible to be awarded institution credits. This means the youth may earn the privilege of appearing before the Prisoner Review Board at the next parole hearing either 30 or 60 days earlier than scheduled.

A. Every eligible youth may receive consideration by the institution for these credits. Institution credits are to be recommended only as a reward for excellent conduct, work or attitude, or for successful participation in specific programs offered at the institution.

B. Institution credits may be recommended for a youth by any staff supervisor or the youth's Counselor through the chain of command to the Chief Administrative Officer. Form DCA-1500, Institution Credits (see Attachment A), is to be used in submitting recommendations for institution credits. Three copies of the form are to be prepared and submitted.

C. The DCA-1500 form, if approved by the Chief Administrative Officer, shall be submitted for consideration to the Director at least 75 days prior to the beginning of the month in which the case would be added to the docket.

1. Distribution of Form DCA-1500 is as follows: One copy to the Prisoner Review Board, one copy to the facility/program for inclusion in the Master Record File, and one copy to the Springfield General Office File.

D. No institution credits shall be granted on any continuance of less than one year.

E. In extraordinary cases where a youth has performed an outstanding action or demonstrated superior progress toward community reintegration through participation in treatment or programmatic opportunities, the youth may be recommended for 90 days institution credits.

1. Form DCA-1500 shall be submitted, including comprehensive information, for such recommendation made personally by the Chief Administrative Officer.

2. Such recommendations shall also be approved by the Director and the Chairman of the Prisoner Review Board before becoming effective.

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

529

PAGE NUMBER

2 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

DATED:

SUBJECT:

STATE OF ILLINOIS - DEPARTMENT OF CORRECTIONS

JUVENILE DIVISION

INSTITUTIONAL CREDITS

NAME OF YOUTH

NUMBER

SENTENCE

CRIME

DATE RECEIVED

FROM (COUNTY)

PRISONER REVIEW BOARD USE ONLY

## INSTITUTIONAL OR FACILITY RULE VIOLATIONS FROM LAST CONTINUANCE

Date

Violation

Action Taken

## ALL ASSIGNMENTS ARE CONSIDERED VOCATIONAL TRAINING

ALL ASSIGNMENTS WHILE IN INSTITUTION OR FACILITY

ASSIGNMENTS SINCE LAST CONTINUANCE AND EVALUATION

EDUCATIONAL ACCOMPLISHMENTS

## RECOMMENDATION:

☐ 30 days Institution Credits

DATE

☐ 60 days Institution Credits

DATE

RECOMMENDED DOCKET:

SIGNATURE (STAFF RECOMMENDING)

DEPARTMENT OR FUNCTION

SIGNATURE (CHIEF ADMINISTRATIVE OFFICER)

INSTITUTION

SIGNATURE (DIRECTOR DOC)

DATE

Distribution: Original and two copies to Director





ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

529

PAGE NUMBER

3 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

DATED:

INSTITUTIONAL CREDITS

SUBJECT:

PREPARE IN TRIPLICATE

NAME OF YOUTH

NUMBER

INSTITUTIONAL COUNSELOR NAME

By reason of the youth having excelled as stated in the following, it is my recommendation that this individual be granted \_\_\_\_\_ days institutional credit for advancement of his/her parole hearing date by said number of days.

THIS RECOMMENDATION IS PREDICATED ON STAFF EVALUATION AS FOLLOWS:

Conduct:

Assignment:

Voluntary program and projects:

Overall adjustment:

Additional ways in which youth has excelled:

ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF JUVENILE  
DIVISION ADMINISTRATIVE REGULATION:  
""GOOD TIME" FOR MISDEMEANANTS"

Please Take Notice that the Illinois Department of Corrections proposes the Emergency Adoption of Juvenile Division Administrative Regulation: "'Good Time' for Misdemeanants" (#531), effective January 31, 1978, as filed with the Secretary of State. The complete text of this regulation follows hereafter.

This emergency adoption is necessary because of the enactment of Public Act 80-1099, effective February 1, 1978.

The "'Good Time' for Misdemeanants" regulation, authorized under rule making authority in Chapter 38, Paragraph 1003-2-2 and Chapter 75, Paragraph 32, provides for proper 'good time' credit to misdemeanants. 'Good Time' Credit to misdemeanants is the amount of time awarded in diminution of sentence as reward for good behavior.

The complete text of this regulation is as follows:

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

531

PAGE NUMBER

1 of 2

EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED:

A. R.

## SUBJECT:

"Good Time" for Misdemeanants

I. **POLICY OF DEPARTMENT:** To give proper "good time" credit to misdemeanants.

II. **EXPLANATION:**

- A. In calculating "good time" for misdemeanants (and, when granted by the court, time served as a condition of probation and time served for contempt of court), Chief Administrative Officers shall conform to the following scale and rules based upon parts of Chapter 75, Sections 30 through 33 of the Illinois Revised Statutes, reading as follows:
- B. "Good behavior" means the compliance by a person committed as a misdemeanor with assigned duties, work or service in an orderly and peaceable manner and compliance by such person with all rules and regulations of the institution and all laws of the State while confined as a misdemeanor.
- C. "Good behavior allowances" means the number of days awarded in diminution of sentence as a reward for good behavior.
- D. "Month," for the purpose of determining the good behavior allowance when the sentence is in months, means that period of time commencing on and including the date of sentence and continuing up to but not including the same date in the next succeeding calendar month, regardless of the number of days in the intervening period. If any calendar month occurring during the sentence does not contain the date of sentence, the "month," for the purpose of calculating the good behavior allowance, means that period of time beginning on the date of sentence in the calendar month immediately preceding the calendar month having no date of sentence. The next month, for purposes of calculating the good behavior allowance, begins on the first day of the calendar month immediately succeeding the calendar month which has no date of sentence and shall continue up to but not include the date of sentence in such succeeding calendar month.
- E. "Unit," for the purpose of determining the good behavior allowance when the sentence is in days, means 30 days commencing on and including the date of sentence. The good behavior allowance for a sentence of over 30 days which results in the person serving a fraction of a unit shall be calculated in the following manner: that part of the unit good behavior allowance shall be credited, represented by a fraction, the numerator being the number of days of a unit served and the denominator being 30, the total number of days in a unit.

If the calculation results in a fractional part of a day, no credit shall be allowed for such part unless the fraction is over one-half day, in which case a whole day shall be credited on the good behavior allowance.





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

531

PAGE NUMBER

2 of 2

EFFECTIVE DATE 2/1/78

SUPERSEDES

A. R.

DATED:

SUBJECT:

"Good Time" for Misdemeanants

- F. "Date of Sentence" means and includes the date of the calendar month on which the person commences to serve the sentence. If the sentence commences at midnight, date of sentence shall be the date of the day occurring one minute after midnight.
- G. The good behavior allowance shall be cumulative and awarded at either the standard rate or merit rate, at the discretion of the Chief Administrative Officer. Thus, at the Chief Administrative Officer's discretion, he may allow the standard rate for the first month, and if he does, it shall be computed at the rate of four days for such first month of confinement; the Chief Administrative Officer, at his discretion, may then allow computation at the merit rate, which, if he does, shall be computed as follows:
1. Six days for each of the second, third, fourth, fifth and sixth months or units of sentence.
  2. Eight days for each of the second six months or units of sentence.
  3. Twelve days for each of the third six months or units of sentence.
  4. Fifteen days for each of the remaining months or units of sentence.

If consecutive sentences are served and the time served amounts to a total of one year or more, the good behavior allowance shall be calculated on a continuous basis throughout the entire time served, beginning on the first date of sentence. Such good behavior allowance shall be calculated by month or unit, or a combination of months and units, depending respectively on whether the sentences were rendered in months or days, or whether one or more sentences was rendered in months or days, or whether one or more sentences was rendered in months and one or more sentences was rendered in days.

ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF JUVENILE  
DIVISION ADMINISTRATIVE REGULATION:  
"GOOD CONDUCT CREDITS"

Please Take Notice that the Illinois Department of Corrections proposes the Emergency Adoption of Juvenile Division Administrative Regulation: "Good Conduct Credits" (#528), effective January 31, 1978, as filed with the Secretary of State. The complete text of this regulation follows hereafter.

This emergency adoption is necessary because of the enactment of Public Act 80-1099, effective February 1, 1978.

The "Good Conduct Credits" regulation, authorized under rule making powers in Chapter 38, Paragraph 1003-2-2, provides for a means of early release due to the good conduct of persons committed to the department who are serving determinate sentences pursuant to Illinois Revised Statutes, Chapter 38, Section 1003-6-3, as revised effective February 1, 1978.

The contents of this regulation include:

- A. Award of Good Conduct Credits
- B. Revocation of Good Conduct Credits
- C. Restoration of Good Conduct Credits
- D. Eligibility Date of Good Conduct Credits for  
Youths Accepting a Release Date under the  
provisions of Public Act 80-1099.

The complete text of this regulation is as follows:

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

528

PAGE NUMBER

1 of 2

EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED:

A. R.

## SUBJECT:

Good Conduct Credits

**I. POLICY OF DEPARTMENT:** To provide for a means of early release due to the good conduct of persons committed to the department who are serving determinate sentences pursuant to Illinois Revised Statutes, Chapter 38, Section 1003-6-3, as revised effective February 1, 1978.

**II. EXPLANATION:****A. Good Conduct Credits**

1. Youths shall receive one day of good conduct credit for each day of service in a departmental facility for all classes of felonies other than where a sentence of natural life has been imposed. Each day of good conduct credit shall reduce by one day the youth's period of incarceration set by the Court.
2. Good conduct credits shall accumulate on a monthly basis.
3. The Director of the Department of Corrections may, in addition, award up to 90 days of additional good conduct credits for instances of meritorious service. Such awards shall be in accordance with the provisions of Administrative Regulation 530.

**B. Revocation of Good Conduct Credits**

1. Any individual who is found guilty of misconduct, of violating departmental rules or regulations, or violating any Federal or State law may face revocation, suspension, or a reduction in the rate of accumulation of good conduct credits upon recommendation of the Chief Administrative Officer—in accordance with the due process provisions of Administrative Regulation 509. A recommendation for revocation may be made subsequent to an Adjustment Committee hearing and forwarded to the Chief Administrative Officer who, if he/she concurs with the recommendation, is to forward same to the Director of Corrections.
2. A maximum of 30 days of good conduct credit may be deprived a youth at the discretion of the Director of Corrections during any 12-month period. If the amount of credit at issue exceeds 30 days or when, during any 12-month period, the cumulative amount of credit revoked exceeds 30 days, the department shall bring charges against the youth—whom it seeks to deprive of the good conduct credit—before the Prisoner Review Board. The board shall not increase any penalty beyond that recommended by the department. Prior to submission of such a request to the Prisoner Review Board, the Administrative Review Board shall conduct a hearing in accordance with the provisions of Administrative Regulation 613 to determine the appropriateness of the good conduct revocation, suspension or reduction and make appropriate recommendations to the Director.



## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

528

PAGE NUMBER

2 of 2

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

DATED:

SUBJECT:

Good Conduct Credits

3. When recommendations relative to the revocation of good conduct credits are rendered and concurred with by the Chief Administrative Officer, and the amount of time recommended for revocation exceeds 30 days in a 12-month period—effective February 1, 1978—an automatic review of those actions will be undertaken directly by the Administrative Review Board.
4. Should a youth commit a serious rule violation when within 30 days of his/her release from a facility, the Chief Administrative Officer may, after compliance with all due process provisions of Administrative Regulation 509, notify the Director of a recommendation for revocation of good conduct credits on an emergency basis. The Director may then either approve the revocation or refer same directly to the Chairman of the Prisoner Review Board—whichever is applicable—with no review by the Administrative Review Board.

## C. Restoration of Good Conduct Credits

1. Good conduct credits may be restored, upon the recommendation of the Adjustment Committee and the Chief Administrative Officer, in those cases where the change in a youth's behavior and his/her accomplishments are considered exceptionally meritorious. The youth may petition not more frequently than every six months through the Adjustment Committee for restoration of Good Time, stating the rationale for restoration. The Adjustment Committee shall make appropriate recommendations to the Chief Administrative Officer for restoration which, if approved, will be sent to the Director of Corrections.
2. A maximum of 30 days of good conduct credit may be restored to a youth at the discretion of the Director of Corrections during any 12-month period. If the amount of credit recommended for restoration exceeds 30 days, such request for restoration shall be submitted by the Director to the Prisoner Review Board for consideration of restoration. The Board may not restore more good conduct credit to a youth than is recommended by the Director. The Prisoner Review Board will notify the Director of its decision, who will in turn, notify the Chief Administrative Officer. A notation of either the decision of the Director or the Prisoner Review Board shall be provided to the youth.

- D. Statutory Good Time provisions and procedures now applicable to indeterminate sentences will continue to apply until a youth exercises his/her option to accept a release date under the provisions of Public Act 80-1099. In the event the release date is accepted, day-for-a-day good time will begin on the date of the board's order containing the release date. In the event of continued parole eligibility, good time provisions will remain unchanged and the youth's time computation will be governed by Administrative Regulations 526, 527 and 529.

ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "INDEPENDENT  
RELEASE TIME"

Please Take Notice that the Illinois Department of Corrections Adult Division Administrative Regulation: "Independent Release Time" (#1202) now in effect as added September 3, 1976, is hereby rescinded and replaced by Adult Division Administrative Regulation: "Independent Release Time" (#1202), authorized pursuant to rulemaking powers in Chapter 38, Paragraphs 1003-2-2 and 1003-13-4; effective January 31, 1978, as filed with the Secretary of State.

This emergency adoption is necessary due to the enactment of Public Act 80-1099, effective February 1, 1978.

This regulation provides opportunities for residents in Community Correctional Centers to participate in unsupervised activities in the community for the purpose of providing the residents with the opportunity to utilize and/or become reacquainted with services and recreational facilities which aid in their reintegration.

The complete text of this regulation is as follows:

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

1202

PAGE NUMBER

1 of 2

EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED:

A. R.

1202

9/1/76

SUBJECT:

Independent Release Time

I. **POLICY OF DEPARTMENT:** To provide opportunities for residents in Community Correctional Centers to participate in unsupervised activities in the community for the purpose of providing the residents with the opportunity to utilize and/or become reacquainted with services and recreational facilities which will aid in their reintegration.

II. **EXPLANATION:**

A. A correctional counselor, with the approval of a Community Center Supervisor, may grant approval for a resident to use Independent Release Time in accordance with the level system (AR 1204).

Independent Release Time may be granted for the following purposes:

1. To shop in local stores for the purpose of attending to personal and/or family needs.
  2. To participate in community recreational activities, e.g., bowling, movies, library facilities.
  3. To attend local community activities, e.g., community picnics, fairs, holiday celebrations.
  4. To attend local church services and activities.
  5. To obtain local medical, dental, counseling, psychiatric, or psychological services.
  6. To visit the homes of friends and/or co-workers who have been screened and approved by the resident's Correctional Counselor.
- B. Residents may not be approved for Independent Release Time to visit establishments or activities whose primary purpose is to serve or sell alcoholic beverages. Where there is documented evidence of prior alcohol abuse, a condition of a resident's individualized Community Center agreement will be total abstinence from alcoholic beverages while on IRT. The Correctional Counselor, with the concurrence of the Center Supervisor, shall include this condition in the individual Community Correctional Center agreement at the time the resident enters the Center or at any time during an individual residency at the Center.

III. **PROCEDURES:**

- A. The amount and number of Independent Release Times available to a resident will be decided by the level attained by the resident.
- B. Independent Release Time will be provided in no more than six hour blocks for a resident in any given day.





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

1202

PAGE NUMBER

2 of 2

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

DATED:

9/1/76

1202

SUBJECT:

Independent Release Time

- C. Independent Release time will be provided for a resident for no more than 12 hours in a given week—except at levels I and II. See Administrative Regulation 1204.
- D. Independent release time will be provided for a resident no more than four times in a given week and the cumulative total shall not exceed 12 hours—except at levels I and II. See Administrative Regulation 1204.
- E. All Independent Release Time must be approved by the resident's assigned Correctional Counselor and the Center Supervisor as to the time, place and activity.
- F. A sign-out and sign-in sheet will be maintained by each Community Correctional Center for the purpose of recording the time and destination of residents' departure on Independent Release Time. Upon returning from Independent Release Time, residents will record their time of arrival back at the Center and said entry shall be verified by staff.
- G. Independent Release Time activities are to be discussed between the resident and his/her Counselor following each Independent Release Time. The Counselor is to record on the cumulative counseling summary his/her impression of the resident's use of Independent Release Time and his/her recommendations as to future participation.

ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "INSTITUTION  
CREDITS"

Please Take Notice that the Illinois Department of Corrections Adult Division Administrative Regulation: "Institution Credits" (#814) now in effect, as amended June 29, 1977, is hereby rescinded and replaced by Adult Division Administrative Regulation: "Institution Credits" (#814), as filed with the Secretary of State January 31, 1978.

This emergency adoption is necessary due to the enactment of Public Act 80-1099, effective February 1, 1978.

The regulation provides a procedure for the granting of institution credits, to advance the next parole hearing, when a continuance is issued by the Prisoner Review Board to an adult resident. Copies of the application forms are provided on pages two and three of the regulation.

The "Institution Credits" regulation is authorized under rule making powers in Chapter 38, Paragraph 1003-2-2.



## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

814

PAGE NUMBER

-1 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

814

DATED:

6/15/77

A. R.

## SUBJECT:

Institution Credits

I. **POLICY OF DEPARTMENT:** To provide a procedure for the granting of institution credits, to advance the next parole hearing, when a continuance is issued by the Prisoner Review Board to an adult resident.

II. **EXPLANATION:**

If an adult resident is denied parole after serving his/her minimum sentence less Statutory, Compensatory and Meritorious Good Time, the resident is thereafter eligible to be awarded institution credits. This means the resident may earn the privilege of appearing before the Prisoner Review Board at the next parole hearing either 30 or 60 days earlier than scheduled.

A. Every eligible resident may receive consideration by the institution for these credits. Institution credits are to be recommended only as a reward for excellent conduct, work or attitude, or for successful participation in specific programs offered at the institution.

B. Institution credits may be recommended for a resident by any staff supervisor or the resident's counselor through the chain of command to the Chief Administrative Officer. Form DCA-1500, Institution Credits (see Attachment A) is to be used in submitting recommendations for institution credits. Three copies of the form are to be prepared and submitted.

C. The DCA-1500 form, if approved by the Chief Administrative Officer, shall be submitted for consideration to the Director, or, for Community Center residents, to the Superintendent of Community Correctional Centers, at least 75 days prior to the beginning of the month in which the case would be added to the docket.

1. Distribution of Form DCA-1500 is as follows: One copy to the Prisoner Review Board, one copy to the institution for inclusion in the Master Record File, and one copy to the Springfield General Office File.

D. No institution credits shall be granted on any continuance of less than one year.

E. In extraordinary cases where a resident has performed an outstanding action or demonstrated superior progress toward community reintegration through participation in treatment or programmatic opportunities, the resident may be recommended for 90 days institution credits.

1. Form DCA-1500 shall be submitted, including comprehensive information, for such recommendation made personally by the Chief Administrative Officer.

2. Such recommendations shall also be approved by the Superintendent of Community Correctional Centers (Community Center residents), the Director and the Chairman of the Prisoner Review Board before becoming effective.




## ADMINISTRATIVE REGULATIONS

SECTION NUMBER

814

PAGE NUMBER

2 of 3



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

814

DATED:

6/15/77

SUBJECT:

STATE OF ILLINOIS - DEPARTMENT OF CORRECTIONS  
ADULT DIVISION  
INSTITUTIONAL CREDITS

Prepare in triplicate

RESIDENT NAME	NUMBER	SENTENCE
CRIME	DATE RECEIVED	FROM (COUNTY)
PRISONER REVIEW BOARD		

## INSTITUTIONAL OR FACILITY RULE VIOLATIONS FROM LAST CONTINUANCE :

Date	Violation	Action Taken

## ALL ASSIGNMENTS ARE CONSIDERED VOCATIONAL TRAINING

ALL ASSIGNMENTS WHILE IN INSTITUTION OR FACILITY

ASSIGNMENTS SINCE LAST CONTINUANCE AND EVALUATION

EDUCATIONAL ACCOMPLISHMENTS

## RECOMMENDATION:

☐ 30 days Institution Credits

DATE

☐ 60 days Institution Credits

DATE

RECOMMENDED DOCKET:

SIGNATURE (STAFF RECOMMENDING)

DEPARTMENT OR FUNCTION

SIGNATURE (CHIEF ADMINISTRATIVE OFFICER)

INSTITUTION

SIGNATURE (DIRECTOR - D.O.C.)

DATE

Distribution: Original and two copies to Director or Superintendent, Division of Community Correctional Centers

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER  
814

PAGE NUMBER  
3 of 3

EFFECTIVE DATE  
6/15/77

SUPERSEDES 814  
A. R.

DATED: 4/30/76

## INSTITUTIONAL CREDITS

SUBJECT:

Prepare in triplicate

RESIDENT NAME

NUMBER

INSTITUTIONAL COUNSELOR NAME

By reason of the resident having excelled as stated in the following, it is my recommendation that this individual be granted \_\_\_\_\_ days institutional credit for advancement of his parole hearing date by said number of days.

## THIS RECOMMENDATION IS PREDICATED ON STAFF EVALUATION AS FOLLOWS:

Conduct:

Assignment:

Voluntary program and projects

Overall adjustment:

Additional ways in which resident has excelled:

ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "GOOD CONDUCT  
CREDITS"

Please Take Notice that the Illinois Department of Corrections proposes the Emergency Adoption of Adult Division Administrative Regulation: "Good Conduct Credits" (#843), authorized under rule making powers in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3; effective January 31, 1978, as filed with the Secretary of State.

This emergency adoption is necessary due to the enactment of Public Act 80-1099, effective February 1, 1978.

The regulation would provide a means of early release for those persons sentenced under the Illinois Revised Statutes, Chapter 38, Paragraph 1003-6-3, as effective February 1, 1978. This would be accomplished through a day-for-a-day good time. Procedures are outlined which would provide for the revocation of good conduct credits and the restoration of these credits.

The complete text of this regulation is as follows:



## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

843

PAGE NUMBER

1 of 2

EFFECTIVE DATE 2/1/78

SUPERSEDES

DATED:

A. R.

## SUBJECT:

Good Conduct Credits

I. **POLICY OF DEPARTMENT:** To provide for a means of early release due to the good conduct of persons committed to the department who are serving determinate sentences pursuant to Illinois Revised Statutes, Chapter 38, Section 1003-6-3, as revised effective February 1, 1978.


II. **EXPLANATION:**A. **Good Conduct Credits**

1. Residents shall receive one day of good conduct credit for each day of service in a correctional facility for all classes of felonies other than where a sentence of natural life has been imposed. Each day of good conduct credit shall reduce by one day the resident's period of incarceration set by the Court.
2. Good conduct credits shall accumulate on a monthly basis.
3. The Director of the Department of Corrections may, in addition, award up to 90 days of additional good conduct credits for instances of meritorious service. Such awards shall be in accordance with the provisions of Administrative Regulation 864.

B. **Revocation of Good Conduct Credits**

1. Any individual who is found guilty of misconduct, of violating departmental rules or regulations, or violating any Federal or State law may face revocation, suspension, or a reduction in the rate of accumulation of good conduct credits upon recommendation of the Chief Administrative Officer—in accordance with the due process provisions of Administrative Regulation 804. In an institutional setting, a recommendation for revocation may be made subsequent to an Adjustment Committee hearing and forwarded to the Chief Administrative Officer who, if he/she concurs with the recommendation, is to forward same to the Director of Corrections. In a community-based setting, a recommendation for revocation may be made by the Adjustment Committee or by a Revocation Panel and forwarded to the Superintendent of Community Correctional Centers who, if he concurs, is to forward same to the Director of Corrections.
2. A maximum of 30 days of good conduct credit may be deprived a resident at the discretion of the Director of Corrections during any 12-month period. If the amount of credit at issue exceeds 30 days or when, during any 12-month period, the cumulative amount of credit revoked exceeds 30 days, the department shall bring charges against the resident—whom it seeks to deprive of the good conduct credit—before the Prisoner Review Board. The board shall not increase any penalty beyond that recommended by the department. Prior to submission of such a request to the Prisoner Review Board, the Administrative Review Board shall conduct a hearing in accordance with the provisions of Administrative Regulation 845 to determine the appropriateness of the good conduct revocation, suspension or reduction and make appropriate recommendations to the Director.

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

843

PAGE NUMBER

2 of 2

EFFECTIVE DATE 2/1/78

SUPERSEDES

DATED:

A. R.

## SUBJECT:

Good Conduct Credits

3. Should a resident commit a serious rule violation when within 30 days of his/her release from a facility, the Chief Administrative Officer may, after compliance with all due process provisions of Administrative Regulation 804, notify the Director of a recommendation for revocation of good conduct credits on an emergency basis. The Director may then either approve the revocation or refer same directly to the Chairman of the Prisoner Review Board—whichever is applicable—with no review by the Administrative Review Board.

## C. Restoration of Good Conduct Credits

1. Good conduct credits may be restored, upon the recommendation of the Adjustment Committee and the Chief Administrative Officer, in those cases where the change in a resident's behavior and his/her accomplishments are considered exceptionally meritorious. The resident may petition not more frequently than every six months through the Adjustment Committee for restoration of Good Time, stating the rationale for restoration. The Adjustment Committee shall make appropriate recommendations to the Chief Administrative Officer for restoration which, if approved, will be sent to the Director of Corrections.
  2. A maximum of 30 days of good conduct credit may be restored to a resident at the discretion of the Director of Corrections during any 12-month period. If the amount of credit recommended for restoration exceeds 30 days, such request for restoration shall be submitted by the Director to the Prisoner Review Board for consideration of restoration. The Board may not restore more good conduct credit to a resident than is recommended by the Director. The Prisoner Review Board will notify the Director of its decision who will in turn, notify the Chief Administrative Officer. A notation of either the decision of the Director or the Prisoner Review Board shall be provided to the resident.
- D. Statutory Good Time provisions and procedures now applicable to indeterminate sentences will continue to apply until a resident exercises his/her option to accept a release date under the provisions of Public Act 80-1099. In the event the release date is accepted, day-for-a-day good time will begin on the date of the board's order containing the release date. In the event of continued parole eligibility, good time provisions will remain unchanged and the resident's time computation will be governed by Administrative Regulations 813, 814 and 866.



ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "COMMUNITY  
CORRECTIONAL CENTER REVOCATION HEARINGS"

Please Take Notice that the Illinois Department of Corrections Adult Division Administrative Regulation: "Work Release Revocation Hearings" (#1201) now in effect as added August 21, 1975, is hereby rescinded and replaced with Adult Division Administrative Regulation: "Community Correctional Center Revocation Hearings" (#1201), authorized pursuant to rulemaking powers in Chapter 38, Paragraphs 1003-2-2 and 1003-13-4; effective January 31, 1978, as filed with the Secretary of State.

This emergency adoption is necessary due to the enactment of Public Act 80-1099, effective February 1, 1978.

The regulation ensures a fair and expeditious hearing when determining if a resident has violated a condition of his/her Community Correctional Center Contract and may be liable for removal from the program. Provides procedures for said hearings and alternative actions for consideration.

The complete text of this regulation is as follows:



## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

1201

PAGE NUMBER

1 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

1201

DATED:

8/1/77

SUBJECT:

Community Correctional Center Revocation Hearings

I. **POLICY OF DEPARTMENT:** To ensure a fair and expeditious hearing when determining if a resident has violated a condition of his Community Correctional Center Contract and may be liable for removal from the program.

II. **EXPLANATION:**

A. Whenever a staff member of a Community Correctional Center obtains information indicating that a resident has violated a specific condition of his/her Community Correctional Center Contract, warranting removal from the program, the staff member shall prepare a Violation Report which shall be submitted to the Center Supervisor itemizing:

1. The condition or conditions that the resident has allegedly violated.
2. The alleged facts in support of the violation.

B. If upon receiving a report, the Supervisor determines that there is adequate justification to believe that the resident violated a condition of his/her contract, the Supervisor shall order a Community Correctional Center Revocation Hearing to be held before a panel consisting of two staff members from field staff and one Community Correctional Center staff member who is not directly involved with the incident.

C. Upon the Supervisor's finding that there is adequate justification for a belief that the resident is in violation of his/her contract and also concluding that the resident is either an escape risk, a danger to himself/herself or to the public, he/she shall order the resident returned to the nearest Correctional Center until the hearing is completed. The 72-hour time limitation for the hearing is, however, still applicable.

D. Upon ordering a revocation hearing, the Supervisor shall notify the resident in writing of the following:

1. The specific condition or conditions the resident allegedly violated and the facts in support of the allegations.
2. That a hearing will be held on a particular date and time at the Community Correctional Center or at the Correctional Center to determine if the allegations are true.
3. That if he/she is found to be in violation of his/her Community Correctional Center Contract he/she may be removed from the program and returned to the Correctional Center.
4. The rights he/she will have with respect to such hearings (see Par. F).

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

1201

PAGE NUMBER

2 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

1201

DATED:

8/1/77

SUBJECT:

Community Correctional Center Revocation Hearings

If the resident indicates after inquiry that he/she does not understand the written notice, it shall be read and explained to him/her. Upon delivery of the written notice to the resident, the date and time of delivery will be recorded on the resident's copy of the Violation Report. If a resident is to be transported to a Correctional Center, he/she shall be transported immediately following the notification of the violation by the Center Supervisor.

- E. Unless the resident shall request a continuance to prepare his/her case, the hearing will be set for any time not more than 72-hours after the day following the date on which the violation occurred and/or was discovered. The resident must also be given written notice 24-hours prior to the hearing, unless the time limit is waived in writing by the resident.
- F. The resident shall have the following rights in connection with the revocation hearing:
  1. To be presumed innocent until sufficient facts are presented for a reasonable person to conclude that a violation was committed.
  2. To appear and speak on his/her own behalf.
  3. To present relevant documentary evidence.
  4. The panel has the right to call any witnesses or other persons with relevant knowledge of the incident. Direct confrontation and cross-examination of the witnesses by the resident are not required. However, the resident may request the panel to interview witnesses with relevant knowledge and pose certain questions to them; such request shall ordinarily be granted unless found to be excessive or unreasonable. The resident shall be allowed to call witnesses and obtain documentary evidence in his/her defense when permitting him/her to do so will not be unduly hazardous to the facility safety or correctional goals, and will not extend the hearing beyond all reasonable limits. The committee will state its reasons for refusing to call or interview a witness, whether it be for irrelevance, lack of necessity or the hazards presented in the individual cases.
  5. One member of the panel or its permanent secretary will keep a brief written record of all proceedings had before the committee; the written record shall consist of substantial summaries of such occurrences as requests, statements or explanations made by residents and/or witnesses before the committee and the responses and questions of the members of the committee. The resident must be given a written statement of the evidence relied upon by the majority of the committee and the specific action taken, as well as the reasons for said action. If personal or facility safety is involved, this statement may properly exclude certain items of evidence, but the statement should then indicate the fact of the omission. The statement of decision should include, wherever appropriate, a short explanation of why information purporting to exonerate the resident was



# ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION



SECTION NUMBER

1201

PAGE NUMBER

3 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

1201

DATED:

-8/1/77

SUBJECT:

Community Correctional Center Revocation Hearings

discounted, if it was discounted. It will not be sufficient for the committee's decision to simply adopt and copy the exact wording of the violation report. The resident's copy of the Committee's statement of decision must be given to him/her either immediately after the hearing or within 10 hours after the decision has been made.

6. To appeal an adverse ruling to the Administrative Review Board.
- G. If, after examining all the facts, two members of the panel decide that the resident did not violate his Community Correctional Center Contract, he/she will be permitted to continue in the program and the decision will be entered on the record.
- H. If, after examining all the facts, two members of the panel decide that the resident violated his/her contract, the decision will be entered in his/her record. The entire panel will next decide whether or not to remove the resident from the program and return him/her to a Correctional Center. In reaching this decision, the panel will consider the seriousness of the violation in proportion to the resident's progress at the Community Correctional Center. The panel will consider the resident's employment record while at the Center. The resident will be permitted to speak on his/her own behalf. The panel will not send the resident back to a Correctional Center unless two members of the panel decide it is in the best interest of the resident's rehabilitation and/or the safety of the public. If the panel decides to send the resident back to a Correctional Center, it will state its reasons in writing, together with the supporting facts, and place these written reasons in the resident's file.
- I. AR 804 is incorporated in this Administrative Regulation by reference, and nothing in this Regulation should be construed to prohibit further disciplinary action in accordance with the provisions of AR 804, provided that the conditions of AR 804 are complied with. The panel designated in Par. II-B of this Regulation shall be deemed to satisfy the requirements of AR 804, and a single hearing shall satisfy the requirements of both Regulations—provided sufficient notice has been given the resident.
- J. Nothing in this regulation should be construed to mean that a non-disciplinary transfer may not be made without a hearing when it is in the best interests of a resident or the Department of Corrections.



ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "COMMUNITY  
CORRECTIONAL CENTER LEAVES"

Please Take Notice that the Illinois Department of Corrections Adult Division Administrative Regulation: "Work Release Leaves" (#1203) now in effect, as amended September 3, 1976, is rescinded and replaced by Adult Administrative Regulation: "Community Correctional Center Leaves" (#1204), effective January 31, 1978, as filed with the Secretary of State. The complete text of this regulation follows hereafter.

This emergency adoption is necessary because of the enactment of Public Act 80-1099, effective February 1, 1978.

The "Community Correctional Center Leaves" regulation, authorized under rulemaking powers in Chapter 38, Paragraphs 1003-2-2 and 1003-13-4 outlines the policy and procedures for a system of release for Community Correctional Center residents, allowing them to attend to important needs, that will assist in their gradual reintegration into the community and for the establishment of family ties. The contents of this regulation include:

- Types of Leaves
- Eligibility
- Application and Approval Procedures

The complete text of this regulation is as follows:

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

1203

PAGE NUMBER

1 of 2

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

DATED:

9/1/76

1203

SUBJECT:

Community Correctional Center Leaves

- J. **POLICY OF DEPARTMENT:** The Illinois Department of Corrections has the responsibility to develop and maintain a system of release in accordance with Chapter 38, Paragraph 1003-13-3-8 (1-5) in order to allow Community Correctional Center residents to attend to important needs and to assist in their gradual reintegration into the community and for the establishment of family ties.

## II. EXPLANATION:

- A. A Community Correctional Center resident may be granted a Community Correctional Center leave consisting of authorized travel to and from an authorized location for a specific period of time. The granting of Community Correctional Center leaves may be for one of the following reasons:

1. To visit a relative, spouse, child (including step or adopted), parent (including step or foster), grandparent (including step-grandparent), brother, sister, or primary parental figure who is critically ill or to attend a funeral of one of these persons.
2. To obtain medical, psychiatric or psychological services.
3. To appear before educational panels, study groups, educational units and other groups whose purpose is to obtain and understand the results, causes and prevention of crime and criminality, including appearances on television and radio programs.
4. To visit family members at home for a period up to three days in order to re-establish family ties.

B. Critical illness

1. Verification of the death or illness must be obtained from a reliable source such as a Parole Counselor, hospital administrator, county coroner or physician by the resident's Community Correctional Center Counselor, or by the Supervisor of the Community Correctional Center.

C. Medical leave

1. Leaves shall be granted to Community Correctional Center residents in need of either in- or out-patient medical care for either diagnostic or treatment purposes on authorization by the Center's Supervisor.
2. Verification of diagnosis and treatment will be done by either the Center's Supervisor or Community Correctional Center Counselor as he/she deems necessary.

D. Home and family leaves.

1. Definition: Family members include spouse, children (including step and adopted), parents (including step), brothers, sisters, and parental surrogates.



## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

1203

PAGE NUMBER

2 of 2

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

1203

DATED:

9/1/76

SUBJECT:

~~Community Correctional Center Leaves~~

2. Eligibility: A resident may apply for a home and family leave after having completed 30 days in Level I (see AR 1204) and having been promoted to a higher level.
3. Out-of-state travel: A Community Correctional Center leave to an area outside of the State of Illinois may be granted on the approval of the Superintendent of the Division of Community Correctional Centers only.
4. Financial expenses: All expenses of a Community Correctional Center leave, including travel to and from the center, are the sole responsibility of the resident.
5. Employment considerations: A resident's employment and/or school class schedule is not to be disrupted due to the granting of a Community Correctional Center home and family leave.
6. Procedures:
  - a. A Community Correctional Center resident will submit an application for a home and family leave to his/her Correctional Counselor at least 15 days prior to the requested leave date.
  - b. The resident's Correctional Counselor will review the resident's eligibility for a Community Correctional Center leave and will discuss with the resident the intended purpose of the leave.
  - c. The Counselor will recommend that the leave be either approved or denied and forward the request to the Center Supervisor for a final decision.
  - d. The Center Supervisor will review the requested leave, will consider the recommendation of the Correctional Counselor, and will deny the leave or approve it, contingent on the verification of the requested leave site by a Parole Counselor.
  - e. Requests approved by the center Supervisor will be forwarded to the District Parole Supervisor in the district where the home and family leave has been requested (when a home and family leave has been successfully completed and the resident requests a leave to the same site and person it is not necessary to again obtain verification).
  - f. The Parole Supervisor, upon receipt of a leave verification request form, will verify the validity of the address of the requested leave and will conduct an interview with family members to determine if it is acceptable for the resident to be approved for leave to the requested site and person.
  - g. The Parole Supervisor will notify the Center Supervisor of the outcome of the verification assignment no later than five working days after receipt of the request.



ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "LEVEL SYSTEM"

Please Take Notice that the Department of Corrections Adult Administrative Regulation: "Level System" (#1204) now in effect, as amended September 3, 1976, is rescinded and replaced by Adult Administrative Regulation: "Level System" (#1204) effective January 31, 1978, as filed with the Secretary of State. The complete text of this regulation follows hereafter.

This emergency adoption is necessary because of the enactment of Public Act 80-1099, effective February 1, 1978.

The "Level System" regulation, authorized under rulemaking powers in Chapter 38, Paragraphs 1003-2-2 and 1003-13-4 outlines the four-stage level system whereby a Community Correctional Center resident can make systematic progress toward community reintegration through increasing ability to accept responsibility. The contents of this regulation include:

- Elements of Levels I, II, III, IV
- Criteria for Promotion
- Privileges of each Level

The complete text of this regulation is as follows:



## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

1204

PAGE NUMBER

1 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

1204

DATED:

9/1/76

SUBJECT:

Level System

I. **POLICY OF DEPARTMENT:** To develop programs whereby residents can make systematic progress toward community reintegration as determined by their ability to accept responsibility in accordance with the Illinois Revised Statutes.

II. **EXPLANATION:**

A. Community Correctional Centers will have a four-stage level system which will allow a resident to proceed at a rate relative to his/her overall performance and behavior in developing increased responsibilities in the community at large.

1. **Level I:** Residents will be placed in Level I on the day they enter a Center and will remain in Level I for 30 days.

a. Level I is an orientation level.

b. All residents will be promoted to Level II after the 30-day orientation period if their Center adjustment warrants such action.

2. **Level II:**

a. A resident will remain in Level II for at least an additional 60 days.

b. A resident may remain in Level II for an indefinite period of time, dependent on the evaluation of staff as guided by criteria for promotion.

c. A resident who has moved beyond Level II may be returned to Level II as a result of disciplinary action recommended by the Center's Disciplinary Committee.

3. **Level III:**

a. After having been in a Community Correctional Center for 90 days, a resident may be placed in Level III. To be promoted to this level, a resident must have: 1) demonstrated stable employment for at least 30 days; 2) made progress, as documented by his/her Correctional Counselor, on the goals contained in his/her individual Community Center agreement; and 3) no documented disciplinary infractions for 30 days.

4. **Level IV:**

a. Only those residents with consistently excellent adjustments will subsequently be advanced to Level IV. To be promoted to this level, a resident must have: 1) stable employment for at least 30 days with superior work ratings by his/her employer; 2) completed at least one-third of the goals established in the individual Community Center agreement; 3) no documented disciplinary infraction for 45 days; and 4) no outstanding debts to the Center.

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

1204

PAGE NUMBER

2 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED:

A. R.

1204

9/1/76

SUBJECT:

Level System

5. **Criteria for Promotion:** Center professional staff will be responsible for evaluating the total demeanor of each resident and hold staffings on all promotions and demotions. The results of all staffings will be documented in the resident's file. No resident may change level without a properly constituted and documented staffing.

- a. A resident's adjustment to the Center, including relationships with staff, relationships with other residents, and responsibility toward Center assignments will be considered.
- b. A resident's performance while employed and/or motivation to secure employment will be considered.
- c. A resident's progress and/or attempted progress toward reaching personal goals individualized in the individual Community Center contract will be evaluated.
- d. The resident's assumption of responsibility toward himself/herself and the community will be considered.
- e. Notes will be maintained of all staffings regarding promotions/demotions of residents.
- f. Each resident will be provided with a copy of staffing notes concerning his/her demotion or promotion.
- g. It will be the responsibility of the resident's Correctional Counselor to assure that the resident is provided with the opportunity to discuss with the Counselor and/or other professional staff the results of the staffing. The Counselor is to offer encouragement to residents who have successfully been promoted and provide assistance to residents who are in need of improvement in given performance areas.

6. **Privileges:**

a. **Level I**

- (1) During the first week of a resident's stay in a Community Correctional Center, all out-of-center travel and activities must be in the company of a staff person.
- (2) During the remainder of the month, the resident will be eligible for no more than a total of 12 hours of independent release time, which will not exceed six hours at any one time—in accordance with the provisions of Administrative Regulation 1202. No other out-of-center privileges will be granted at Level I.





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

1204

PAGE NUMBER

3 of 3

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

DATED:

9/1/76

1204

SUBJECT:

Level System

## b. Level II

- (1) A resident is eligible for a maximum of two Community Center leaves during each 30-day period—effective on the date of promotion.
- (2) A resident is eligible for a total of no more than six hours of independent release time per week.

## c. Level III

- (1) A resident is eligible for a maximum of three Community Center home and family leaves each 30-day period—effective on the date of promotion.
- (2) A resident is eligible for a total of no more than 12 hours of independent release time per week in accordance with AR 1202.

## d. Level IV

- (1) A resident is eligible for a maximum of four Community Center home and family leaves each 30-day period—effective on the date of promotion.
- (2) A resident is eligible for a total of no more than 12 hours of independent release time per week in accordance with AR 1202.

ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY AMENDMENT OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "DEMOTION AND  
RESTORATION IN GRADE"

Please Take Notice that the Department of Corrections is proposing an Emergency Amendment of the Adult Division Administrative Regulation: "Demotion and Restoration in Grade" (#811) authorized pursuant to Chapter 38 Paragraph 1003-2-2. This emergency is necessary due to the enactment of Public Act 80-1099, effective February 1, 1978.

This Emergency Amendment proposes the following changes to this regulation:

1. Name change from Warden to Chief Administrative Officer
2. Name change from Parole and Pardon Board to Prisoner Review Board
3. Clarifies the periods of time between demotions in grade and automatic promotions.



## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

811

PAGE NUMBER

1 of 3

EFFECTIVE DATE

SUPERSEDES

A. R. 811

DATED:

SUBJECT: Demotion and Restoration in Grade

I. POLICY OF DEPARTMENT: All residents within Adult Division Correctional centers retain a grade status dependent upon the individual's conduct as outlined by institution rules and procedures. Standardized procedures for demotion and restoration of grade are established by this regulation.

II. EXPLANATION:

A. Grades

1. Grade A-A resident in this grade is eligible to receive all institutional privileges. A new resident automatically starts in Grade A unless the individual is being transferred from another institution with another grade status applied.
2. Grade B-A resident in this grade is eligible to receive all institutional privileges except that the resident is not eligible: 1) for transfer to a minimum-security adult correctional center, a minimum-security unit or a work release and /community center; 2) for furlough or day release programs.
3. Grade C-A resident in this grade receives no privileges except yard and may purchase a maximum of \$20 worth of items from the commissary on a once-a-month basis. He/she is not eligible: 1) for transfer to or to remain at a minimum-security adult correctional center; 2) for furlough or day release programs. A resident in Grade C will automatically be assigned to maximum-security classification.

B. Procedure

1. A resident who violates institution rules, procedures or policy may, upon the recommendation of the Institutional Adjustment Committee and with the Warden's Chief Administrative Officer's approval, be demoted to either Grade B or C for a period not to exceed one year the maximum amount of time specified in AR 804. A resident may be demoted more than one grade.
2. ~~Generally speaking, minor violations do not call for demotion unless a certain number usually three or more occur within a period of a year or less. Denial of privileges for varying lengths of time is usually~~





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

811

PAGE NUMBER

2 of 3

EFFECTIVE DATE

SUPERSEDES

A. R. 811

DATED:

SUBJECT: Demotion and Restoration in Grade

~~considered to be sufficient corrective action for resident violations. However, if a series of minor violations occurs within a period of a year or less, demotion of one grade may be ordered or retention in present grade may be ordered if the resident is in a grade below A.~~

3. ~~For single violations of a more serious nature, a resident may be demoted or retained in grade, even though he or she has no previous violations. For flagrant, serious violations, a resident may be demoted more than one grade.~~

4. ~~Restoration in grade depends entirely upon the resident's good work, program involvement record, and/or good conduct since the grade demotion was effective. Restoration in grade is to be automatically made to 12-month intervals between grades, unless retention in a reduced grade has been ordered by the Adjustment Committee (if the demotion was from Grade A to Grade C, it would be two years before the return to Grade A).~~

2. Restoration or advancement in grade is to be automatically made at the expiration of the maximum period of time provided in AR 804 for the infraction unless retention in a reduced grade has been ordered by the Adjustment Committee due to an additional infraction(s). Demotions in grade due to different infractions shall run consecutively.

3. If a resident is demoted to C Grade for an infraction, the maximum time period he/she remains in C Grade is also the maximum time period he/she shall remain in B Grade, once promoted and prior to restoration to A Grade. For example: A resident is demoted to C Grade for an infraction which has a 90-day maximum time period. At the end of the 90 days, he/she is automatically promoted to B Grade where he/she may remain for a maximum of 90 days. At this time, he/she will be automatically promoted to A Grade. This entire process is contingent upon the resident not receiving additional disciplinary reports during this period which would cause a subsequent demotion or retention in either Grade B or C.

5. 4. The resident may request, in writing to the institutional Adjustment Committee, a hearing on a grade demotion once each three months--if same was in excess of three months once every 90 days in an effort to obtain a restoration in

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

811

PAGE NUMBER

3 of 3

EFFECTIVE DATE

SUPERSEDES

A. R. 811

DATED:

SUBJECT: Demotion and Restoration in Grade

grade, based upon the resident's good work or program involvement record and/or good conduct.

6. 5. Institutions must maintain accurate written documentation on demotions and restorations in grade. Such records shall be made available to the ~~Parole and Pardon Board~~. Prisoner Review Board.

ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY AMENDMENT OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "MERITORIOUS  
GOOD TIME"

Please Take Notice that the Illinois Department of Corrections proposes the emergency amendment of Adult Division Administrative Regulation: "Meritorious Good Time" (#864), as amended June 17, 1975, authorized pursuant to the rule making powers in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3; effective January 31, 1978, as filed with the Secretary of State.

This emergency amendment is necessary due to the enactment of Public Act 80-1099, effective February 1, 1978.

The amendment consists of the addition of a section "C." which stipulates that no more than 90 days of meritorious good time shall be awarded for a specific instance.

The complete text of this regulation is as follows:





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

864

PAGE NUMBER

1 of 1

EFFECTIVE DATE

SUPERSEDES

A. R. 864

DATED:

## SUBJECT:

Meritorious Good Time

- I. POLICY OF DEPARTMENT: To provide a fair and equitable system for awarding meritorious good time.
- II. EXPLANATION:
  - A. Section 1003-6-3 of the Code of Corrections allows for the diminution of sentences on the basis of meritorious service performed by persons committed to the Department of Corrections.
  - B. Meritorious service shall be deemed to be extraordinary, exceptional, or heroic service or service of a similar nature. It shall not include normal good conduct, service performed on an ordinary work assignment, or the mere absence of violation reports.
  - C. Examples of meritorious service would include: 1) saving the life of an employee or other resident; 2) performing heroic service during a flood, tornado or act of God; 3) volunteering for an exceptionally hazardous or dangerous assignment; or 4) assisting in maintaining control where a general disturbance is occurring.
  - D. Petitions for granting meritorious good time may be submitted by any resident or by any person or persons in the employ of the Department of Corrections, in behalf of any resident.
  - E. Any such petition shall first be submitted to the Institution Adjustment Committee for its review. The Adjustment Committee shall forward its recommendation in writing to the Chief Administrative Officer within 14 days after receipt of the petition.
  - F. The Chief Administrative Officer shall review the total file and the recommendation of the Adjustment Committee. If he/she concurs with any favorable recommendation of the Adjustment Committee, he/she will forward the staff's recommendation and his/her concurrence to the Director of the department for final review. No meritorious good time shall be granted without the written approval of the Director.
  - G. No more than 90 days of meritorious good time shall be awarded for a specific instance of meritorious service.

ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY AMENDMENT OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "COMPENSATORY  
GOOD TIME CREDITS"

Please Take Notice that the Illinois Department of Corrections proposes the emergency amendment of Adult Division Administrative Regulation: "Compensatory Good Time Credits" (#866), as amended January 26, 1976, authorized pursuant to the rule making powers in Chapter 38, Paragraphs 1003-2-2 and 1003-12-5; effective January 31, 1978, as filed with the Secretary of State.

This emergency amendment is necessary due to the enactment of Public Act 80-1099, effective February 1, 1978.

The amendment changes reference from work release to community correctional, makes various gender adjustments and adds a section "K." which states that any resident under the provisions of P.A. 80-1099 is ineligible for compensatory good time.

The complete text of this regulation is as follows:



## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

866

PAGE NUMBER

1 of 3

EFFECTIVE DATE

SUPERSEDES

A. R. 866

DATED:

SUBJECT: Compensatory Good Time Credits

- I. POLICY OF DEPARTMENT: To award compensatory good time credits to all residents performing work assignments or participating in other education, vocational and therapeutic programs at correctional or ~~work-release~~ community correctional centers in the State.

II. EXPLANATION:

- A. Each resident shall normally be awarded seven and one-half ( $7\frac{1}{2}$ ) days of compensatory good time for each month he is in custody in a correctional or ~~work-release~~ community correctional center. Residents shall receive compensatory good time on a prorated basis during the month received in the agency and the month released from an institution or facility on parole status, on mandatory release status, or due to expiration of sentence, based upon the date of receipt of release as follows:

## INCOMING RESIDENTS

## RELEASED RESIDENTS

Day of Month Received	Days Credit	Scheduled Date of Release	Days Credit	New Release Date
2-4	6	1-4	0	1-4
5-9	5	5-9	1	4-8
10-14	4	10-14	2	8-12
15-19	3	15-19	3	12-16
20-24	2	20-24	4	16-20
25-28	1	25-28	5	20-23
29 plus	0	29 plus	6	23

- B. Any resident placed in segregation for a period of three days or more during a given month pursuant to a hearing before the Adjustment Committee under Administrative Regulation 804 shall lose his/her compensatory good time for that month. However, no resident shall lose compensatory good time for more than one month pursuant to such a hearing unless the resident is confined in segregation for at least 10 additional days during the second and subsequent months.
- C. A resident may also lose compensatory good time for any month during which he is reported by his work/program supervisor for carelessness, negligence or refusal to work, providing such action is approved by the Institutional Adjustment Committee.





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

866

PAGE NUMBER

2 of 3

EFFECTIVE DATE

SUPERSEDES  
A. R. 866

DATED:

SUBJECT: Compensatory Good Time Credits

No resident shall lose any compensatory good time credits because he was unable to work or participate in an institutional program through no fault of his own.

- D. No resident shall lose compensatory good time credits for any period during which he did not participate in his assignment in order to:
1. Attend sick call, in accordance with the rules set forth by the Chief Administrative Officer of each institution.
  2. Leave the institution on a furlough.
  3. Testify in court or before an administrative tribunal.
  4. Be placed in voluntary segregation.
  5. Participate in any optional departmental program properly available to him/her.
- E. Any resident placed in "temporary segregation" classification pending an investigation of charges shall receive compensatory good time for that month if investigation findings indicate that continued segregation placement is not warranted.
- F. No resident shall lose any compensatory good time credits for any period during which he/she was transferred from one institution to another and was, therefore, unable to complete his/her assignment for an entire month at any one institution.
- G. The institution at which the resident is residing on the last day of the month shall credit him/her with compensatory good time unless:
1. The receiving institution obtains information from the sending institution that the resident was found to have violated one of the rules set forth in this regulation at the sending institution or any other institution at which the resident was incarcerated during the month.
  2. The receiving institution finds that the resident has violated one of the rules set forth in this regulation.



## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

866

PAGE NUMBER

3 of 3

EFFECTIVE DATE

SUPERSEDES

A. R. 866

DATED:

SUBJECT: Compensatory Good Time Credits

- H. Every resident assigned to a ~~work--release~~ community correctional center shall be credited with compensatory good time unless an Adjustment Committee finds that the resident has violated one of the rules set forth in this regulation. The withholding of compensatory good time from any work release community correctional center resident must be approved by the Regional--Administrator Superintendent of Community Correctional Centers.
- I. No resident shall lose compensatory good time for any month, except as outlined in this regulation.
- J. If a hearing is held for a resident assigned to a ~~work--release~~ community correctional center, the Adjustment Committee shall consist of the center Supervisor and any two members of the staff at the center. However, no individual who is involved in bringing the charges against the resident may participate on the Committee. The center Supervisor may be replaced by his assistant if he was personally involved in such a case.
- K. Any resident sentenced to the department under the provisions of Public Act 80-1099 or any current resident who elects to accept a definite release date from the Prisoner Review Board under the provisions of the above-referenced Public Act will not be eligible for compensatory good time.

ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY AMENDMENT OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "GRIEVANCE  
PROCEDURES FOR RESIDENTS"

Please Take Notice that the Illinois Department of Corrections proposes the emergency amendment of Adult Division Administrative Regulation: "Grievance Procedures for Residents" (#845), (as effective June 29, 1977), authorized pursuant to rule making powers in Chapter 38, Paragraphs 1003-2-2 and 1003-8-8; effective January 31, 1978, as filed with the Secretary of State.

This emergency amendment is necessary due to the enactment of Public Act 80-1099, effective February 1, 1978.

The changes entail the addition of a section "Q." which stipulates the procedure for reviewing the revocation of good conduct credits by the Administrative Review Board.

The complete text of this regulation is as follows:





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

845

PAGE NUMBER

1 of 3

EFFECTIVE DATE

SUPERSEDES


DATED:

A. R.

SUBJECT: Grievance Procedures for Residents

- I. POLICY OF DEPARTMENT: To provide an opportunity for residents to air and seek resolution to complaints, problems and grievances which they have not been able to resolve through other avenues available at the institution or facility. Such a grievance procedure ensures the involvement of local and departmental administrators with individual resident's problems and ensures that all residents are treated in an equitable manner.
- II. EXPLANATION:
  - A. As a matter of policy, the Chief Administrative Officer of each Adult Division institution or facility shall install locked mailboxes in all cellhouses, dormitories and residential units into which residents may place written complaints and grievances designated for the Chief Administrative Officer or the Chairman of the Institutional Inquiry Board. All communications placed in these boxes by residents are to be collected daily and routed directly to the addressees.
  - B. Each Chief Administrative Officer shall appoint three employees to serve on the Institutional Inquiry Board to attempt to resolve problems, complaints and grievances that residents have been unable to resolve through normal channels. One of these employees shall be designated as Chairman of the Inquiry Board. The Chief Administrative Officer shall also appoint several alternate members who may serve in the absence of a regularly-appointed Board member. At least one member of every such Inquiry Board shall be a superior officer of lieutenant rank or above, and at least one member shall be a Program Services staff member.
  - C. No person directly responsible for the condition or action being grieved or who has been a member of the Adjustment Committee which heard a Resident Information Report based on the same set of facts out of which the incident being grieved arose may sit on the Inquiry Board that hears that particular case.
  - D. The Institutional Inquiry Board shall meet at least weekly, providing one or more problems, complaints, or grievances have been filed with the Chairman of the Board.
  - E. A resident must have an opportunity to appear before the Institutional Inquiry Board and the Board shall have the right to summon any other witnesses--residents or staff--it deems appropriate.

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

845

PAGE NUMBER

2 of 3

EFFECTIVE DATE

SUPERSEDES  
A. R. 845

DATED:

## SUBJECT:

Grievance Procedures for Residents

- F. The Institutional Inquiry Board shall file a written report regarding its findings and recommendations with the Chief Administrative Officer within 10 working days after the complaint is received by the Chairman of the Inquiry Board.
- G. The Chief Administrative Officer or his designee shall, after evaluating the Inquiry Board's report, advise the resident in writing as to what action, if any, he has taken or intends to take within five calendar days after receiving the Board's report. Copies of the resident's letter to the Board, copies of the Board's report to the Chief Administrative Officer, and copies of the Chief Administrative Officer's response to the resident shall be maintained.
- H. If, after receiving the official response from the Chief Administrative Officer, the resident still feels that the problem, complaint or grievance has not been resolved to his/her satisfaction, he/she may appeal in writing to the Director of Corrections.
- I. The Director of Corrections and/or his designee will review all such complaints, problems or grievances submitted. If, after reviewing all the reports from the Institutional Inquiry Board and the local administration, the Director feels that the case is without merit, he will so advise the resident in writing.
- J. If the Director is of the opinion that the case has merit or that further investigation of the complaint, problem or grievance is in order, he will refer the matter to the Administrative Review Board.
- K. A three-member Administrative Review Board shall be appointed by the Director, and at least one member of the board shall be an individual not employed by the agency.
- L. The Administrative Review Board will meet as frequently as necessary and may schedule hearings at Adult Division institutions. When such hearings are scheduled, the board shall have the authority to call witnesses before it--residents and staff.
- M. The Administrative Review Board shall file with the Director of Corrections a written report which shall contain the board's findings and recommendations.

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

845

PAGE NUMBER

3 of 3

EFFECTIVE DATE

SUPERSEDES  
A. R. 845

DATED:

SUBJECT:

Grievance Procedures for Residents

- N. The Director will make a final determination and so advise the resident in writing.
- O. Residents of Adult Division institutions and facilities must be informed of these procedures in writing by the Chief Administrative Officer.
- P. Under no circumstances may any disciplinary action be taken against a resident for using the procedures established herein.
- Q. When recommendations relative to the revocation of good conduct credits are rendered and concurred with by the Chief Administrative Officer, and the amount of time recommended for revocation exceeds 30 days in a 12-month period--effective February 1, 1978--an automatic review of those actions will be undertaken directly by the Administrative Review Board.

73



ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY AMENDMENT OF ADULT DIVISION  
ADMINISTRATIVE REGULATION: "STATUTORY  
GOOD TIME"

Please Take Notice that the Illinois Department of Corrections proposes the emergency amendment of Adult Division Administrative Regulation: "Statutory Good Time" (#813), (effective August 1, 1977), authorized pursuant to rule making powers in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3 (as effective October 1, 1975); effective January 31, 1978, as filed with the Secretary of State.

This emergency amendment is necessary due to the enactment of Public Act 80-1099, effective February 1, 1978.

The regulation stipulates that this schedule is only effective for those residents sentenced prior to February 1, 1978, and who do not come under the provisions of Public Act 80-1099. Changes reference from Parole Board to Prisoner Review Board.

The complete text of this regulation is as follows:



## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

813

PAGE NUMBER

1 of 4

EFFECTIVE DATE

SUPERSEDES

A. R. 813

DATED:

SUBJECT:

Statutory Good Time

75

- I. POLICY OF DEPARTMENT: To provide for the awarding, revocation or restoration of Statutory Good Time, pursuant to Illinois Revised Statutes, Chapter 38, Section 1003-6-3, as revised effective October 1, 1975, for individuals not serving a determinate sentence under the provisions of Public Act 80-1099.

## II. EXPLANATION:

## A. Statutory Good Time

1. Residents appear before the ~~Parole~~ Prisoner Review Board after having served their minimum sentence, less Statutory and Compensatory Good Time. In the event a resident must serve the maximum sentence, he/she will be discharged from institution or facility custody after serving the maximum of the sentence, less Statutory and Compensatory Good Time.
2. Statutory Good Time, with reference to both the minimum and the maximum sentence, shall be computed in accordance with the following table for individuals sentenced prior to June 1, 1977:

## SENTENCE

## TIME TO BE SERVED

1st year  
2nd year  
3rd year  
4th year  
5th year  
6th year  
7th year  
8th year  
9th year  
10th year  
11th year  
12th year  
13th year  
14th year  
15th year  
16th year  
17th year  
18th year

11 months  
1 year and 9 months  
2 years and 6 months  
3 years and 2 months  
3 years and 9 months  
4 years and 3 months  
4 years and 9 months  
5 years and 3 months  
5 years and 9 months  
6 years and 3 months  
6 years and 9 months  
7 years and 3 months  
7 years and 9 months  
8 years and 3 months  
8 years and 9 months  
9 years and 3 months  
9 years and 9 months  
10 years and 3 months

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

813

PAGE NUMBER

2 of 4

EFFECTIVE DATE

SUPERSEDES

A. R. 813

DATED:

SUBJECT: Statutory Good Time

19th year	10 years and 9 months
20th year	11 years and 3 months
21st year	11 years and 9 months
22nd year	12 years and 3 months
23rd year	12 years and 9 months
24th year	13 years and 3 months
25th year	13 years and 9 months

- a. On the maximum sentence, six months of good time is earned for each additional year.
3. Statutory Good Time, with reference to both minimum and maximum sentences shall be computed in accordance with the following table for all individuals sentenced to the Department of Corrections after June 1, 1977:

SENTENCE	TIME TO BE SERVED
1st year	9 months
2nd year	1 year and 6 months
3rd year	2 years and 3 months
4th year	3 years
5th year	3 years and 9 months
6th year	4 years and 6 months
7th year	5 years and 3 months
8th year	6 years
9th year	6 years and 9 months
10th year	7 years and 6 months
11th year	8 years and 3 months
12th year	9 years
13th year	9 years and 9 months
14th year	10 years and 6 months
15th year	11 years and 3 months
16th year	12 years
17th year	12 years and 9 months
18th year	13 years and 6 months
19th year	14 years and 3 months
20th year	15 years
21st year	15 years and 9 months
22nd year	16 years and 6 months
23rd year	17 years and 3 months
24th year	18 years
25th year	18 years and 9 months





## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SECTION NUMBER

813

PAGE NUMBER

3 of 4

EFFECTIVE DATE

SUPERSEDES

DATED:

A. R. 813

SUBJECT: Statutory Good Time

- 77
- a. On the maximum sentence, three months of good time is earned for each additional year.
  - b. The provisions of Par. II A3 and Par. II A3a shall not affect any person presently incarcerated or presently on parole or mandatory release status and shall not operate to shorten or affect the release period of any person subject to its provisions.
4. For an individual who is sentenced on or after June 1, 1977, on an offense which he committed prior to this date, the table in Par. II A2 is to be used if the result would be an earlier initial parole eligibility date, i.e., when the resident's minimum is six years or more.
- a. If a person receives consecutive sentences, where the second sentence is given on or after June 1, 1977, and is made consecutive to a sentence imposed prior to June 1, 1977, the second sentence merges into the first (Ill. Rev. Stats. Ch. 38, Sec. 1005-8-4 (e).). Therefore, the former good time provisions apply.
- B. Forfeiture of Statutory Good Time:

Any individual entitled to any diminution of his/her sentence by virtue of the Rules and Regulations of this department, who shall be guilty of misconduct or of violating these Rules or Regulations, or any Federal or State law, or the terms and conditions of his/her parole may have revoked any such diminution of sentence or statutory good time at the discretion of the Director of the Department of Corrections and upon recommendation of the Chief Administrative Officer--in accordance with due process provisions of Administrative Regulation 804--or the ~~Parole and Pardon Board~~ Prisoner Review Board--in the event of a violation of condition of parole. In an institutional setting, a recommendation for revocation may be made subsequent to an Adjustment Committee hearing and forwarded to the Chief Administrative Officer who, in turn, may forward same to the Director of Corrections. In a community-based setting, a recommendation for revocation may be made by the Adjustment Committee or by a Revocation Panel and forwarded to the Chief Administrative Officer who, in turn,

813

4 of 4

EFFECTIVE DATE

SUPERSEDES

DATED:

A. R. 813

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ADULT DIVISION

SUBJECT: Statutory good Time

may forward same to the Director of Corrections. In the case of a parolee, a recommendation for revocation may be made subsequent to a ~~Parole Panel~~ Prisoner Review Board hearing and forwarded to the Director of Corrections. Said forfeiture may be made applicable to the minimum of the sentence, to the maximum of the sentence, or to both, and may deprive such individual of any portion or all of the good time that such person may have earned or may earn in the future.

C. Restoration of Statutory Good Time:

Statutory Good Time may be restored by the Director, upon the recommendation of the Adjustment Committee and the Chief Administrative Officer, in those cases where the change in resident's behavior and his accomplishments are considered exceptionally meritorious. The resident may petition not more frequently than every six months through the Adjustment Committee for restoration of Good Time, stating the rationale for restoration. The Adjustment Committee shall make appropriate recommendations to the Chief Administrative Officer for its restoration which, if approved, will be sent to the Director of Corrections. A copy of the Committee's recommendation and a notation of the Director's decision shall be given to the resident.

ILLINOIS DANGEROUS DRUGS COMMISSION  
NOTICE OF PROPOSED RULEMAKING  
PLACEMENT OF LORAZEPAM IN SCHEDULE IV OF THE  
ILLINOIS CONTROLLED SUBSTANCES ACT

N O T I C E

The Illinois Dangerous Drugs Commission, pursuant to Illinois Revised Statutes, Chapter 56½, Section 1201(d) proposes to amend by rule Schedule IV(b) of the Illinois Controlled Substances Act (Ill. Rev. Stats., Ch. 56½, Sec. 1210(b) by the inclusion of the drug LORAZEPAM to said schedule. The scheduling of LORAZEPAM shall be in accordance with the Administrative Procedures Act (Ill. Rev. Stats., Ch. 127, Sec. 1001 et.seq.).

Interested persons may comment by submitting their views in writing to:

Illinois Dangerous Drugs Commission  
c/o Mrs. Jean Kerst  
300 North State Street  
Suite 1500  
Chicago, Illinois 60610

The Commission will consider all written comments received by the Commission within 45 days beginning on the date of publication of this Notice. The Commission shall schedule the drug LORAZEPAM in Schedule IV(b) of the Illinois Controlled Substances Act by amending Rule 210 of the Rules prescribed by the Illinois Dangerous Drugs Commission Pursuant to Article II of the "Illinois Controlled Substances Act" effective August 16, 1971, as amended under the authority vested in the Commission by the Illinois Controlled Substances Act (Ill. Rev. Stats., Ch. 56½, Sec. 1201(d)) which provides that the Commission shall similarly schedule any substance which has been designated, rescheduled, or deleted under Federal law after the expiration of 30 days from publication in the Federal Register under a final order designating the substance as a controlled substance, unless within a 30 day period the Commission objects, or a party adversely affected files with the Commission substantial written objections, objecting to inclusion, rescheduling or deletion. On Friday, October 7, 1977 the Drug Enforcement Administration published in the Federal Register its final Rule designating the drug LORAZEPAM as a Schedule IV controlled substance.

The text of the proposed amendment to Rule 210 of the Rules prescribed by the Illinois Dangerous Drugs Commission pursuant to Article II of the "Illinois Controlled Substances Act" effective August 16, 1971, as amended, is as follows:



210. Schedule IV Enumeration

- (a) The controlled substances listed in this Section are included in Schedule IV.
- (b) Unless specifically excepted or unless listed in another schedule, any material, compound, mixture, or preparation which contains any quantity of the following substances having a potential for abuse associated with a depressant effect on the central nervous system:
- (1) Barbital;
  - (2) Chloral betaine;
  - (3) Chloral hydrate;
  - (4) Chlordiazepoxide;
  - (5) Clonazepam;
  - (6) Clorazepate;
  - (7) Diazepam;
  - (8) Ethchlorvynol;
  - (9) Ethinamate;
  - (10) Flurazepam;
  - (11) Lorazepam;
  - (12) Mebutamate;
  - (13) Meproamate;
  - (14) Methohexital;
  - (15) Methylphenobarbital (Mephobarbital);
  - (16) Oxazepam;
  - (17) Paraldehyde;
  - (18) Petrichloral;
  - (19) Phenobarbital;
  - (20) Prazepam.
- (c) Any material, compound, mixture, or preparation which contains any quantity of the following substances, including its salts, isomers (whether optical, position, or geometric,) and salts of such isomers, whenever the existence of such salts, isomers and salts of isomers is possible:
- (1) Fenfluramine.
- (d) Unless specifically excepted or unless listed in another schedule any material, compound, mixture, or preparation which contains any quantity of the following substances having a stimulant effect on the central nervous system, including its salts, isomers (whether optical, position or

geometric), and salts of such isomers whenever the existence of such salts, isomers, and salts of isomers is possible within the specific chemical designation:

- (1) Diethylpropion;
  - (2) Phentermine.
  - (3) Pemoline (including organometallic complexes and chelates thereof).
- (e) Unless specifically excepted or unless listed in another schedule, any material, compound, mixture or preparation which contains any quantity of the following substances, including its salts:
- (1) Dextropropoxyphene (Alpha-(+)-4-dimethylamino-1, 2-diphenyl-3-methyl-2-propionoxybutane).
- (f) The Commission may except by rule any compound, mixture, or preparation containing any depressant substance listed in subsection (b) from the application of all or any part of this Act if the compound, mixture, or preparation contains one or more active medicinal ingredients not having a depressant effect on the central nervous system, and if the admixtures are included therein in combinations, quantity, proportion, or concentration that vitiate the potential for abuse of the substances which have a depressant effect on the central nervous system.

NOTICE BY THE ILLINOIS POLLUTION CONTROL BOARD  
OF THE PROPOSED AMENDMENT OF THE AIR  
POLLUTION REGULATIONS AS THEY  
PERTAIN TO NITROGEN OXIDES

NOTICE

PLEASE TAKE NOTICE THAT pursuant to Sections 5, 10, 27, and 28 of "The Environmental Protection Act", Illinois Revised Statutes, Chapter 111-1/2, §§1001-1051 (1977) the Illinois Pollution Control Board has proposed to amend the Air Pollution Regulations, Chapter 2 of the Pollution Control Board's Rules and Regulations, as they pertain to nitrogen oxide emissions. The proposed regulations have been docketed PCB R75-10, Amendments to Rule 207(a) (4-5) Air Pollution Control Regulations.

DESCRIPTION OF THE SUBJECT  
MATTER AND ISSUES INVOLVED

This proposed change concerns the emission of nitrogen oxides at a specific site, Southern Illinois Power Cooperative's (SIPC) Unit #4 at the Lake of Egypt in Williamson County, Illinois. The addition of certain language to Rules 201 and 207 of Chapter 2 will allow SIPC to burn solid fossil fuel containing 25% by weight or more of coal refuse producing nitrogen oxides in excess of the current standards. This change would allow the clean-up of unsightly and potentially polluting coal refuse piles while recovering valuable energy resources, and would be a cost benefit to consumers. The proposed regulation change, the full text of which is set forth hereafter, will include an addition to Rule 201 of a definition for refuse coal and a change in the language of Rule 207 to allow the burning of coal refuse at SIPC's Lake of Egypt site.



The original proposal was submitted to the Board on July 2, 1975. Four public hearings were held in this matter. The principal issues covered at the hearings were:

1. The impact of the additional nitrogen oxide emissions on the air quality;
2. Availability of technology to control nitrogen oxide emissions;
3. Determination of a definition of coal refuse;
4. Whether the rule change would be site specific; and
5. Determination of the costs and benefits of the proposed regulations and a balancing of the two to determine the economic impact.

The last of those issues was the subject of special, separate hearings, held pursuant to P.A. 79-790, amending the Environmental Protection Act, Ill. Rev. Stat., Chapter 111-1/2, §§1001-1051 (1977).

TIME, PLACE AND MANNER IN WHICH ALL INTERESTED  
PERSONS MAY PRESENT THEIR VIEWS CONCERNING THE  
PROPOSED AMENDMENTS CONCERNING NITROGEN OXIDES

All interested persons are invited to submit their views concerning the proposed action by filing written comments with the Clerk of the Board at the following address:

ILLINOIS POLLUTION CONTROL BOARD  
309 W. Washington Street  
Room 300  
Chicago, Illinois 60606

Comments may be filed either in person or by mail. The record of this proceeding, including the transcripts and exhibits, is available for inspection and/or copying at the Board's office as is a draft Opinion detailing the Board's reasoning in proposing adoption of these amendments. All comments, Motions or other documents should be filed within 45 days of the date of publication of this issue of the Illinois Register. The Board's Offices are open from 8:30 a.m. to 5:00 p.m., except for weekends and State holidays.

COMPLETE TEXT OF THE PROPOSED AMENDMENTS  
TO THE POLLUTION CONTROL BOARD AIR POLLUTION  
CONTROL REGULATIONS AS THEY PERTAIN TO  
NITROGEN OXIDES FOLLOWS HEREAFTER:

PROPOSED AMENDMENTS TO CHAPTER 2: AIR POLLU-  
TION CONTROL REGULATIONS AS IT PERTAINS TO  
NITROGEN OXIDES

Amend Rule 201 to add a definition of coal refuse as follows:

Rule 201: Definitions.

ALL TERMS DEFINED IN PART 1 OF THIS CHAPTER WHICH APPEAR  
IN PART 2 OF THIS CHAPTER HAVE THE DEFINITIONS SPECIFIED  
BY RULE 101 OF PART 1 OF THIS CHAPTER.

Actual Heat Input: The quantity of heat produced by the  
combustion of fuel using the gross heating value of the  
fuel.

Aeration: The practice of forcing air through bulk stored  
grain to maintain the condition of the grain.

Annual Grain Through-Put: Unless otherwise shown by the  
owner or operator, annual grain through-put for grain-  
handling operations, which have been in operation for  
three consecutive years prior to the effective date of  
Rule 203(d)(9), shall be determined by adding grain receipts  
and shipments for the three previous fiscal years and  
dividing the total by 6. The annual grain through-put for  
grain-handling operations in operation for less than three  
consecutive years prior to the effective date of Rule 203  
(d)(9) shall be determined by a reasonable three-year  
estimate; the owner or operator shall document the reason-  
ableness of his three-year estimate.

Architectural Coating: Any coating used for residential  
or commercial buildings or their appurtenances, or for  
industrial buildings which is site applied.

British Thermal Unit: The quantity of heat required to  
raise one pound of water from 60°F to 61°F (abbreviated  
btu).

**Certified Investigation:** A report signed by Agency personnel certifying whether a grain-handling operation (or portion thereof) or grain-drying operation is causing or tending to cause air pollution. Such report must describe the signatory's investigation, including a summary of those facts on which he relies to certify whether the grain-handling or grain-drying operation is causing or threatening or allowing the discharge or emission of any contaminant into the environment so as to cause or tend to cause air pollution in Illinois, either alone or in combination with contaminants from other sources, or so as to violate regulations or standards adopted by the Board under the Act. The certified investigation shall be open to reasonable public inspection and may be copied upon payment of the actual cost of reproducing the original.

**Choke Loading:** That method of transferring grain from the grain-handling operation to any vehicle for shipment or delivery which precludes a free fall velocity of grain from a discharge spout into the receiving container.

**Cleaning and Separating Operation:** That operation where foreign and undesired substances are removed from the grain.

**Coal Refuse:** Waste products of coal mining, cleaning and coal preparation operations containing coal, matrix material, clay and other organic and inorganic material.

**Complete Combustion:** A process in which all carbon contained in a fuel or gas stream is converted to carbon dioxide.

**Concentrated Nitric Acid Manufacturing Process:** Any acid producing facility manufacturing nitric acid with a concentration equal to or greater than 70 percent by weight.

**Distillate Fuel Oil:** Fuel oils of grade No. 1 or 2 as specified in detailed requirements for fuel oil A.S.T.M. D 396-69 (1971).

**Dump-Pit Area:** Any area where grain is received at a grain-handling or grain-drying operation.

**Effective Grate Area:** That area of a dump-pit grate through which air passes, or would pass, when aspirated.



**Effluent Water Separator:** Any tank, box, sump, or other apparatus in which any organic material floating on or entrained or contained in water entering such tank, box, sump, or other apparatus is physically separated and removed from such water prior to outfall, drainage, or recovery of such water.

**Emission Rate:** Total quantity of any air contaminant discharge into the atmosphere in any one-hour period.

**Excess Air:** Air supplied in addition to the theoretical quantity necessary for complete combustion of all fuel and/or combustible waste material.

**Excessive Release:** A discharge of more than 0.65 pounds of mercaptans and/or hydrogen sulfide into the atmosphere in any five minute period.

**Existing Grain-Drying Operation:** Any grain-drying operation the construction or modification of which was commenced prior to the effective date of Rule 203(d)(9).

**Existing Grain-Handling Operation:** Any grain-handling operation the construction or modification of which was commenced prior to the effective date of Rule 203(d)(9).

**Floating Roof:** A roof on a stationary tank, reservoir or other container which moves vertically upon change in volume of the stored material.

**Fuel Combustion Emission Source:** Any furnace, boiler, or similar equipment used for the primary purpose of producing heat or power by indirect heat transfer.

**Fugitive Particulate Matter:** Any particulate matter emitted into the atmosphere other than through a stack, provided that nothing in this definition or in Rule 203(f) shall exempt any source from compliance with other provisions of Rule 203 otherwise applicable merely because of the absence of a stack.

**Grain:** The whole kernel or seed of corn, wheat, oats, soybeans, and any other cereal or oil seed plant; and the normal fines, dust, and foreign matter which results from harvesting, handling, or conditioning. The grain shall be unaltered by grinding or processing.

**Grain-Drying Operation:** Any operation, excluding aeration, by which moisture is removed from grain and which typically uses forced ventilation with the addition of heat.

**Grain-Handling and Conditioning Operation:** A grain storage facility and its associate grain transfer, cleaning, drying, grinding, and mixing operations.

**Grain-Handling Operation:** Any operation where one or more of the following grain-related processes (other than grain-drying operation, portable grain-handling equipment, one-turn storage space, and excluding flour mills and feed mills) are performed: receiving, shipping, transferring, storing, mixing, or treating of grain or other processes pursuant to normal grain operations.

**Gross Heating Value:** Amount of heat produced when a unit quantity of fuel is burned to carbon dioxide and water vapor, and the water vapor condensed as described in A.S.T.M. D 2015-66, D 900-55, D 1826-64, and D 240-64.

**Housekeeping Practices:** Those activities specifically defined in the list of Housekeeping Practices developed by the Joint EPA -- Industry Task Force and included herein under Rule 203(d)(9)(A).

**Incinerator:** Combustion apparatus in which refuse is burned.

**Indirect Heat Transfer:** Transfer of heat in such a way that the source of heat does not come into direct contact with process materials.

**Internal Transferring Area:** Areas and associated equipment used for conveying grain among the various grain operations.

**Load-Out Area:** Any area where grain is transferred from the grain-handling operation to any vehicle for shipment or delivery.

**Major Dump Pit:** Any dump pit with an annual grain through-put of more than 300,000 bushels, or which receives more than 40% of the annual grain through-put of the grain-handling operation.

**Major Metropolitan Area (MMA):** Any county or group of counties which is defined by Table A.

TABLE A  
MAJOR METROPOLITAN AREAS IN ILLINOIS  
(MMA's)

MMA	COUNTIES INCLUDED IN MMA
(1) Champaign - Urbana	Champaign
(2) Chicago	Cook, Lake, Will, DuPage, McHenry Kane, Grundy, Kendall, Kankakee
(3) Decatur	Macon
(4) Peoria	Peoria, Tazewell
(5) Rockford	Winnebago
(6) Rock Island - Moline	Rock Island
(7) Springfield	Sangamon
(8) St. Louis (Illinois)	St. Clair, Madison
(9) Bloomington - Normal	McLean

Major Population Area (MPA): Areas of major population concentration in Illinois, as described below.

The area within the counties of Cook; Lake; DuPage; Will; the townships of Burton, Richmond, McHenry, Greenwood, Nunda, Door, Algonquin, Grafton, and the municipality of Woodstock, plus a zone extending two miles beyond the boundary of said municipality located in McHenry County; the townships of Dundee, Rutland, Elgin, Plato, St. Charles, Campton, Geneva, Blackberry, Batavia, Sugar Creek, and Aurora located in Kane County; and the municipalities of Kankakee, Bradley, and Bourbonnais, plus a zone extending two miles beyond the boundaries of said municipalities in Kankakee County.

The area within the municipalities of Rockford and Loves Park, plus a zone extending two miles beyond the boundaries of said municipalities.

The area within the municipalities of Rock Island, Moline, East Moline, Carbon Cliff, Milan, Oak Grove, Silvis, Hampton, Greenwood, and Coal Valley, plus a zone extending two miles beyond the boundaries of said municipalities.



The area within the municipalities of Galesburg and East Galesburg, plus a zone extending two miles beyond the boundaries of said municipalities.

The area within the municipalities of Bartonville, Peoria, and Peoria Heights, plus a zone extending two miles beyond the boundaries of said municipalities.

The area within the municipalities of Pekin, North Pekin, Marquette Heights, Creve Coeur, and East Peoria, plus a zone extending two miles beyond the boundaries of said municipalities.

The area within the municipalities of Bloomington and Normal, plus a zone extending two miles beyond the boundaries of said municipalities.

The area within the municipalities of Champaign, Urbana, and Savoy, plus a zone extending two miles beyond the boundaries of said municipalities.

The area within the municipalities of Decatur, Mt. Zion, Harriestown, and Forsyth, plus a zone extending two miles beyond the boundaries of said municipalities.

The area within the municipalities of Springfield, LeLand Grove, Jerome, Southern View, Grandview, Sherman, and Chatham, plus a zone extending two miles beyond the boundaries of said municipalities.

The area within the townships of Godfrey, Foster, Wood River, Fort Russell, Chouteau, Edwardsville, Venice, Nameoki, Alton, Granite City, and Collinsville located in Madison County; and the townships of Stites, Canteen, Centreville, Caseyville, St. Clair, Sugar Loaf, and Stookey located in St. Clair County.

**Mixing Operation:** The operation of combining two or more ingredients, of which at least one is a grain.

**New Grain-Drying Operation:** Any grain-drying operation the construction or modification of which is commenced on or after the effective date of Rule 203(d) (9).

**New Grain-Handling Operation:** Any grain-handling operation the construction or modification of which is commenced on or after the effective date of Rule 203(d) (9).

One Hundred Per Cent Acid: Acid with a specific gravity of 1.8205 at 30°C in the case of sulfuric acid and 1.4952 at 30°C in the case of nitric acid.

One-Turn Storage Space: That space used to store grain with a total annual through-put not in excess of the total bushel storage of that space.

Opacity: A condition which renders material partially or wholly impervious to transmittance of light and causes obstruction of an observer's view. For the purposes of these regulations, the following equivalence between opacity and Ringelmann shall be employed:

Opacity Percent	Ringelmann
10	0.5
20	1
30	1.5
40	2
60	3
80	4
100	5

Organic Material: Any chemical compound of carbon including diluents and thinners which are liquids at standard conditions and which are used as dissolvers, viscosity reducers or cleaning agents, but excluding methane, carbon monoxide, carbon dioxide, carbonic acid, metallic carbonic acid, metallic carbide, metallic carbonates, and ammonium carbonate.

Organic Vapor: Gaseous phase of an organic material or a mixture of organic materials present in the atmosphere.

Particulate Matter: Any solid or liquid material, other than water, which exists in finely divided form.

Photochemically Reactive Material: Any organic material with an aggregate of more than 20 per cent of its total volume composed of the chemical compounds classified below or the composition of which exceeds any of the following individual percentage composition limitations:

- (1) A combination of hydrocarbons, alcohols, aldehydes, esters, ethers or ketones having an olefinic or cyclo-olefinic type of unsaturation: 5 per cent. This definition does not apply to perchloroethylene or trichloroethylene.
- (2) A combination of aromatic compounds with eight or more carbon atoms to the molecule except ethylbenzene: 8 per cent.
- (3) A combination of ethylbenzene, ketones having branched hydrocarbon structures or toluene: 20 per cent.

Whenever any photochemically reactive material or any constituent of any organic material may be classified from its chemical structure into more than one of the above groups of organic materials numbered (1), (2), (3), it shall be considered as a member of the most reactive group, that is, that group having the least allowable per cent of the total organic materials.

**Portable Grain-Handling Equipment:** Any equipment (excluding portable grain dryers) that is designed and maintained to be movable primarily for use in a non-continuous operation for loading and unloading one-turn storage space, and is not physically connected to the grain elevator, provided that the manufacturer's rated capacity of the equipment does not exceed 10,000 bushels per hour.

**Portland Cement Process:** Any facility manufacturing portland cement by either the wet or dry process.

**PPM (Vol) -- (Parts Per Million) (Volume):** A volume/volume ratio which expresses the volumetric concentration of gaseous air contaminant in a million unit volumes of gas.

**Pressure Tank:** A tank in which fluids are stored at a pressure greater than atmospheric pressure.

**Process:** Any stationary emission source other than a fuel combustion emission source or an incinerator.

**Process Weight Rate:** The actual weight or engineering approximation thereof of all materials except liquid and gaseous fuels and combustion air, introduced into any process per hour. For a cyclical or batch operation, the process weight rate shall be determined by dividing such actual weight or engineering approximation thereof by the



number of hours of operation excluding any time during which the equipment is idle. For continuous processes, the process weight rate shall be determined by dividing such actual weight or engineering approximation thereof by the number of hours in one complete operation, excluding any time during which the equipment is idle.

**Residual Fuel Oil:** Fuel oils of grade No. 4, 5 and 6 as specified in detailed requirements for fuel oils A.S.T.M. D 396-69 (1971).

**Restricted Area:** The area within the boundaries of any "municipality" as defined in the Illinois Municipal Code, plus a zone extending one mile beyond the boundaries of any such municipality having a population of 1000 or more according to the latest federal census.

**Ringelmann Chart:** The chart published and described in the Bureau of Mines, U.S. Department of Interior, Information Circular 8333 (Revision of IC7718) May 1, 1967, or any adaptation thereof which has been approved by the Agency.

**Safety Relief Valve:** A valve which is normally closed and which is designed to open in order to relieve excessive pressures within a vessel or pipe.

**Sandblasting:** The use of a mixture of sand and air at high pressures for cleaning and/or polishing any type of surface.

**Set of Safety Relief Valves:** One or more safety relief valves designed to open in order to relieve excessive pressures in the same vessel or pipe.

**Shotblasting:** The use of a mixture of any metallic or non-metallic substance and air at high pressures for cleaning and/or polishing any type of surface.

**Smoke:** Small gas-borne particles resulting from incomplete combustion, consisting predominantly but not exclusively of carbon, ash and other combustible material, that form a visible plume in the air.

**Smokeless Flare:** A combustion unit and the stack to which it is affixed in which organic material achieves combustion by burning in the atmosphere such that the smoke or other particulate matter emitted to the atmosphere from such combustion does not have an appearance, density, or shade darker than No. 1 of the Ringelmann Chart.

**Splash Loading:** A method of loading a tank, railroad tank car, tank truck or trailer by use of other than a submerged loading pipe.

**Stack:** A flue or conduit, free-standing or with exhaust port above the roof of the building on which it is mounted, by which air contaminants are emitted into the atmosphere.

**Standard Conditions:** A temperature of 70°F and a pressure of 14.7 pounds per square inch absolute (psia).

**Standard Cubic Foot (SCF):** The volume of one cubic foot of gas at standard conditions.

**Startup:** The setting in operation of an emission source for any purpose.

**Stationary Emission Source:** An emission source which is not self-propelled.

**Submerged Loading Pipe:** Any loading pipe the discharge opening of which is entirely submerged when the liquid level is six inches above the bottom of the tank. When applied to a tank which is loaded from the side, any loading pipe the discharge of which is entirely submerged when the liquid level is 18 inches or two times the loading pipe diameter, whichever is greater, above the bottom of the tank. This definition shall also apply to any loading pipe which is continuously submerged during loading operations.

**Sulfuric Acid Mist:** Sulfuric acid mist as measured according to the method specified in Rule 204(g)(2).

**Unregulated Safety Relief Valve:** A safety relief valve which cannot be actuated by a means other than high pressure in the pipe or vessel which it protects.

**Volatile Organic Material:** Any organic material which has a vapor pressure of 2.5 pounds per square inch absolute (psia) or greater at 70°F.

**Weak Nitric Acid Manufacturing Process:** Any acid producing facility manufacturing nitric acid with a concentration of less than 70 per cent by weight.

**Woodworking:** The shaping, sawing, grinding, smoothing, polishing and making into products of any form or shape of wood.

Amend Rule 207 as follows:

Rule 207: Nitrogen Oxides Emission Standards and Limitations.

(a) New Fuel Combustion Emission Sources. No person shall cause or allow the emission of nitrogen oxides into the atmosphere in any one hour period from any new fuel-combustion emission source with an actual heat input equal to or greater than 250 million btu per hour to exceed the following standards and limitations:

- (1) for gaseous fossil fuel firing, 0.20 pounds per million btu of actual heat input;
- (2) for liquid fossil fuel firing, 0.30 pounds per million btu of actual heat input;
- (3) for dual gaseous and liquid fossil fuel firing, 0.30 pounds per million btu of actual heat input;
- (4) for solid fossil fuel firing, 0.7 pounds per million btu of actual heat input except the standard for nitrogen oxides does not apply when solid fossil fuel containing 25% by weight or more of coal refuse is burned in Southern Illinois Power Cooperative's Unit No. 4 at its Lake of Egypt Power Plant; and
- (5) for fuel combustion emission sources burning simultaneously any combination of solid, liquid and gaseous fossil fuels,

(A) an allowable emission rate shall be determined by the following equation:

$$E = \left( \frac{0.3(P_g + P_i) + 0.7(P_s)}{P_g + P_i + P_s} \right) Q$$

where:

E = allowable nitrogen oxides emission rate in pounds per hour,

$P_g$  = per cent of actual heat input derived from gaseous fossil fuel,



$P_i$  = per cent of actual heat input  
derived from liquid fossil fuel,

$P_s$  = per cent of actual heat input  
derived from solid fossil fuel,  
and

$Q$  = actual heat input derived from all  
fossil fuels in million btu per hour.

Note:  $P_i + P_s + P_g = 100.0$

(B) the standard for nitrogen oxides does not apply when solid fossil fuel containing 25% by weight or more of coal refuse is burned in combination with gaseous, liquid or other solid fossil fuel in Southern Illinois Power Cooperative's Unit No. 4 at its Lake of Egypt Power Plant.

- (b) Existing Fuel-Combustion Emission Sources in the Chicago and St. Louis MMA. No person shall cause or allow the emission of nitrogen oxides into the atmosphere in any one hour period from any existing fuel-combustion emission source with an actual heat input equal to or greater than 250 million btu per hour, located in the Chicago and St. Louis (Illinois) major metropolitan areas to exceed the following limitations:

- (1) for gaseous and/or liquid fossil fuel firing, 0.3 pounds per million btu of actual heat input;
- (2) for solid fossil fuel firing, 0.9 pounds per million btu of actual heat input;
- (3) for fuel combustion emission sources burning simultaneously any combination of solid, liquid and gaseous fuel the allowable emission rate shall be determined by the following equation:

$$E = \left( \frac{0.3(P_g + P_i) + 0.9(P_s)}{P_g + P_i + P_s} \right) Q$$

$E$  = allowable nitrogen oxides emission in pounds per hour,

$P_g$  = per cent of actual heat input derived from gaseous fossil fuel,

$P_i$  = per cent of actual heat input derived from liquid fossil fuel,

$P_s$  = per cent of actual heat input derived from solid fossil fuel, and

$Q$  = actual heat input derived from all fossil fuels in million btu per hour.

Note:  $P_i + P_s + P_g = 100.0$

- (c) Exceptions to Rule 207(b). Paragraph (b) of this Rule 207 shall not apply to existing fuel combustion sources which are either cyclone fired boilers burning solid or liquid fuel, or horizontally opposed fired boilers burning solid fuel.
- (d) Nitric Acid Manufacturing Processes.
  - (1) New Weak Nitric Acid Processes. No person shall cause or allow the emission of nitrogen oxides into the atmosphere from any new weak nitric acid manufacturing process to exceed the following standards and limitations:
    - (A) 3.0 pounds of nitrogen oxides (expressed as  $\text{NO}_2$ ) per ton of acid produced (100 per cent acid basis);
    - (B) visible emissions in excess of 5 per cent opacity;
    - (C) 0.1 pounds of nitrogen oxides (expressed as  $\text{NO}_2$ ) per ton of acid produced (100 per cent acid basis) from any acid storage tank vents.
  - (2) Existing Weak Nitric Acid Processes. No person shall cause or allow the emission of nitrogen oxides into the atmosphere from any existing weak nitric acid manufacturing process to exceed the following standards and limitations:
    - (A) 5.5 pounds of nitrogen oxides (expressed as  $\text{NO}_2$ ) per ton of acid produced (100 per cent acid basis);
    - (B) visible emissions in excess of 5 per cent opacity;

- (C) 0.2 pounds of nitrogen oxides (expressed as  $\text{NO}_2$ ) per ton of acid produced (100 per cent acid basis) from any acid storage tank vents.
- (3) Concentrated Nitric Acid Processes. No person shall cause or allow the emission of nitrogen oxides into the atmosphere from any concentrated nitric acid manufacturing process to exceed the following standards and limitations:
  - (A) 3.0 pounds of nitrogen oxides (expressed as  $\text{NO}_2$ ) per ton of acid produced (100 per cent acid basis);
  - (B) 225 ppm of nitrogen oxides (expressed as  $\text{NO}_2$ ) in any effluent gas stream emitted into the atmosphere;
  - (C) visible emissions in excess of 5 per cent opacity.
- (4) Nitric Acid Concentrating Processes. No person shall cause or allow the emission of nitrogen oxides into the atmosphere from any nitric acid concentrating process to exceed the following limitations:
  - (A) 3.0 pounds of nitrogen oxides (expressed as  $\text{NO}_2$ ) per ton of acid produced (100 per cent acid basis);
  - (B) visible emissions in excess of 5 per cent opacity.
- (e) Industrial Processes: General
  - (1) New Industrial Processes. No person shall cause or allow the emission of nitrogen oxides into the atmosphere from any new process producing products of organic nitrations and/or oxidations using nitric acid to exceed the following standards and limitations:
    - (A) 5.0 pounds of nitrogen oxides (expressed as  $\text{NO}_2$ ) per ton of nitric acid (100 per cent acid basis) used in such new process.
    - (B) visible emissions in excess of 5 per cent opacity.



- (2) Existing Industrial Processes. No person shall cause or allow the emission of nitrogen oxides into the atmosphere from any existing process producing products of organic nitrations and/or oxidations using nitric acid to exceed 10.0 pounds of nitrogen oxides (expressed as NO<sub>2</sub>) per ton of nitric acid (100 per cent acid basis) used in such process.
- (3) Exemption. Paragraphs (e)(1) and (e)(2) of this Rule 207 shall not apply to any industrial process using less than 100 tons of nitric acid (100 per cent acid basis) annually or which produces less than 1 ton of nitrogen oxides (expressed as NO<sub>2</sub>) per year.
- (f) Measurement Method. Measurement of nitrogen oxides shall be according to the Phenol Disulfonic Acid Method as published in 36 Fed. Reg. 15718, Method 7.
- (g) Compliance Dates.
  - (1) Every owner or operator of a new emission source shall comply with the standards and limitations of Rule 207 by the effective date of Part 2 of this Chapter.
  - (2) Except as otherwise provided in paragraph (g)(3) of this Rule 207, every owner or operator of an existing emission source shall comply with the standards and limitations of Rule 207 by December 31, 1973.
  - (3) Every owner or operator of an existing coal fired fuel combustion emission source shall comply with the applicable standards and limitations of Rule 207 by May 30, 1975.

ILLINOIS DEPARTMENT OF CORRECTIONSEMERGENCY ADOPTION OF JUVENILE DIVISION  
ADMINISTRATIVE REGULATION: "DISCIPLINE"

Please Take Notice that the Illinois Department of Corrections Juvenile Division Administrative Regulation: "Disciplinary Measures and Techniques", adopted October 26, 1976, is hereby rescinded and replaced by Juvenile Division Administrative Regulation: "Discipline", authorized pursuant to rule making powers in Chapter 38, Paragraph 1003-2-2; to be effective February 2, 1978.

This emergency adoption is necessary due to the enactment of Public Act 80-1099, effective February 1, 1978.

This regulation adopts disciplinary measures which are in keeping with the intent of law concerning juvenile felons. It provides a schedule for meting out discipline for various rule infractions and outlines the procedure for review of any disciplinary action.

The complete text of the regulation is as follows:

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

1 of 15

EFFECTIVE DATE 2/1/78

SUPERSEDES  
A. R. 509

DATED: 6/13/75

SUBJECT: Discipline

- I. POLICY OF DEPARTMENT: To ensure the development and use of disciplinary practices consistent with the goals and objectives of the Juvenile Division. Corporal punishment and disciplinary restrictions on diet, medical or sanitary facilities, clothing, bedding or mail are prohibited, as are reductions in the frequency of use of toilets, washbowls and showers.

## II. EXPLANATION:

- A. The Chief Administrative Officer of each facility/program is responsible for establishing written rules and regulations related to discipline consistent with departmental goals and objectives.

1. All written rules regarding discipline must be submitted to and approved by the appropriate Administrator of Institution/Field Services and the Director of the department.
2. The rules of behavior and regulations governing disciplinary practices shall be made known to all youths committed to the Juvenile Division.

- B. A concern for and involvement in discipline is the responsibility of every employee, regardless of assignment or job classification.

- C. Youths committed to the Juvenile Division may be subject to disciplinary action if involved in any of the following behaviors. If disciplinary action involves the revocation of statutory good time or good conduct credits and/or the placement of the youths in confinement it shall not exceed the following maximums:

	Maximum Time in Confinement	Maximum Amount of Good Time Revocation
1. A violation of state or federal statutes.	5 days	12 months



## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

2 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES  
A. R. 509

DATED: 6/13/75

SUBJECT: Discipline

	<u>Maximum Time in Confinement</u>	<u>Maximum Amount of Good Time Revocation</u>
2. Any assaultive and/or intimidating behavior directed toward another youth, State employee or other individual.	5 days	12 months
3. Swearing, cursing, or use of any other vulgar, abusive, insolent, threatening, or improper language toward any other student or employee or indecency in language, action, or gesture at any time.	2 days	1 month
4. Inciting to riot and/or any general disturbance in any part of the facility/program or on any work assignment.	5 days	12 months
5. Making or having possession of any kind of dangerous weapon.	5 days	12 months
6. Refusal to comply with written rules and/or necessary orders/instruction from staff or other authorized individuals.	3 days	1 month
7. Leaving an appointed place without permission within the facility/program.	2 days	1 month
8. An unauthorized absence from a placement, including attempted runaway or escape.	5 days	12 months

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

3 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R. 509

DATED: 6/13/75

SUBJECT: Discipline

	<u>Maximum Time in Confinement</u>	<u>Maximum Amount of Good Time Revocation</u>
9. Giving false information to an employee or other authorized individual.	3 days	1 month
10. Forging a request of any type, i.e., check request, commissary orders, pass, etc.	5 days	1 month
11. Damaging or disfiguring State property or other property.	5 days	1 month
12. Stealing and/or unauthorized possession of State property or property of employees or other youths. This shall include possession of unauthorized food or medication.	5 days	2 months
13. Using intoxicants, being under the influence of any kind of drug or medication not prescribed by authorized personnel, or having possession of narcotics, barbiturates and/or amphetamines. This shall include possessing a syringe and/or needle.	5 days	3 months
14. Engaging in or pressuring others to engage in any sexual activity.	5 days	12 months

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

4 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES  
A. R. 509

DATED: 6/13/75

SUBJECT: Discipline

- |   | <u>Maximum<br/>Time in<br/>Confinement</u> | <u>Maximum<br/>Amount of<br/>Good Time<br/>Revocation</u> |
|---|--|---|
| 15. Unauthorized gambling of any type.  | 2 days                                     | 1 month   |
| 16. Having, passing or receiving, and/or using contraband as defined by administrative policy and/or local regulations. | 5 days                                     | 2 months  |
| 17. Refusing to keep person or housing assignment clean and tidy.   | 2 days                                     | 1 month   |
- D. All disciplinary action imposed upon a youth shall be suited to the infraction and fairly applied. Involvement in rule infractions and/or in any of the above-listed behaviors may result in any one or any combination of the following:
1. Dismissal of the charge - no action.
  2. Counseling by staff.
  3. Loss of program privileges as defined by local disciplinary procedures.
  4. Change in housing, work or program assignment.
  5. Imposition of disciplinary confinement.
  6. Transfer to another facility or program.
  7. Delay in referral to the Prisoner Review Board.
  8. Loss of good time (juvenile felons only) pursuant to Administrative Regulation regarding statutory good time or good conduct credits as appropriate.



## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

5 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R. 509

DATED:

6/13/75

SUBJECT: Discipline

9. Loss or delay of authorized absence privileges.
- E. Disciplinary restrictions on visitation, work, education or program assignments, and the use of the facility's/program's library shall be related as closely as practicable to abuse of such privileges or facilities and must have prior review and approval by the Chief Administrative Officer.
- F. When the behavior and/or rule infraction is minor, every effort should be made to take corrective action which is adapted to individual circumstances, administered immediately and consistently, and is understood by the youth through appropriate counseling efforts.
- G. Any major rule infraction or behavior which may result in disciplinary action which suspends privileges, involves the imposition of disciplinary confinement, results in a delay in referral to the Prisoner Review Board, or causes a change in work, education or other program assignment of more than seven days' duration must be documented in the form of a Youth Disciplinary Report by the employee who either observes the youth's behavior, discovers evidence of a rule infraction, or receives information from a reliable non-employee witness of such behavior.
- H. The Youth Disciplinary Report form must be fully completed and contain the following information:
1. The name of the youth.
  2. The place, time and date of the behavior and/or rule infraction.
  3. A written statement describing the rule infraction and behavior observed. Each and every event must be thoroughly described as well as the seriousness of the behavior.
  4. The names of any witnesses--including any and all youths, employees and/or visitors.

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

6 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R. 509

DATED: 6/13/75

SUBJECT: Discipline

5. The employee preparing the report must sign it.
- I. Once a Youth Disciplinary Report has been prepared it shall be forwarded to the Supervisor in charge of the shift prior to the end of the shift during which the incident occurred or was discovered. Each Youth Disciplinary Report shall be reviewed within 24 hours to determine:
  1. If the Youth Disciplinary Report has been completed properly. If not, the reporting employee should be counseled.
  2. Whether or not the reported facts justify a disciplinary hearing by the Adjustment Committee.
  3. Whether or not it is necessary to place the youth in temporary confinement status pending a disciplinary hearing. Such a decision shall be based on the degree of aggressiveness exhibited by the youth, the degree of threat posed to the safety and security of the facility/program, and/or the youth's need for safekeeping to protect him/her from injury. Placement in confinement must be approved by the Chief Administrative Officer or his designee.
- J. Behavior or major rule infractions resulting in disciplinary actions which may involve the imposition of disciplinary confinement, delay in referral to the Prisoner Review Board, or revocation of good time credits must be submitted to the Adjustment Committee. Discipline cases which may involve a change in work, education or other program assignment of more than seven days' duration must also be submitted to the Adjustment Committee for a hearing.
- K. The Adjustment Committee shall be composed of three members appointed on a rotating basis by the Chief Administrative Officer in accordance with the following:
  1. The members of the Adjustment Committee may be selected from the following individuals: Assistant Superintendent for Program Services, Assistant Superintendent for Operations, Chief of Security, Administrative Assistant to the Chief Administrative Officer, Clinical Services



## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

7 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED:

6/13/75

A. R. 509

SUBJECT:

Discipline

Supervisor, Casework Supervisor, Counselor, Educational Administrator, District Supervisor, and Youth Supervisor IV.

2. Any of the above-listed individuals, with the exception of a Youth Supervisor IV or Counselor, may be designated as Chairman of a particular Adjustment Committee.
  3. The Chief Administrative Officer shall ensure that either a Casework Supervisor, a Counselor, a District Supervisor, a Clinical Services Supervisor or the Assistant Superintendent for Program Services sits on each Adjustment Committee.
- L. Adjustment Committee Hearing procedures shall be in accordance with the following:
1. The hearing before the Adjustment Committee must be commenced no more than 72 hours after the commission of the behavior or rule infractions or the discovery of it-- unless the youth is away from the facility/program for any reason and thus unable to participate in the hearing and/or medical staff certifies that he/she is too ill to appear.
  2. The youth must receive written notice of the facts and charges being presented against him/her no less than 24 hours prior to the hearing before the Adjustment Committee. The youth may waive this time period if he/she understands that he/she is entitled to it but chooses not to use it. This waiver shall be in writing.
  3. The notice of charge will be written legibly or typed on a pre-printed form (see attached Adjustment Committee Procedures) provided to staff for this purpose.

Pre-printed portions of this form must convey the following information to the youth being charged: that he/she has a right to appear before the Adjustment Committee and contest the rule violation by presenting a written or oral statement or explanation of his/her actions; that he/she may present to the committee relevant physical exhibits, such as records or documents; that he/she has



**ADMINISTRATIVE REGULATIONS**

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

8 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

509

DATED:

6/13/75

**SUBJECT: Discipline**

the right to ask that witnesses be interviewed and, if necessary in the committee's judgment, be called to testify by the committee during his/her hearing; that he/she may ask the committee to question witnesses along lines suggested by him/her; that he/she must indicate in advance of the hearing the witnesses he/she wishes to have interviewed or called to testify by filling out the appropriate space on this form, tearing it off, and returning it to the committee; that he/she shall have the assistance of a staff member to help him/her prepare a defense; that he/she may request a reasonable extension of time to prepare for the hearing; and that, if found guilty of a major chargeable offense, he/she may be placed in confinement; and, for juvenile felons, that he/she may be deprived of statutory good time/good conduct credits.

4. Under no circumstances may any person who initiated the allegations which serve as the basis for the Youth Disciplinary Report, or who investigated those allegations, or who witnessed the incident sit on the Adjustment Committee hearing that Youth Disciplinary Report.
5. All Adjustment Committee hearings shall be conducted in an area of the facility that affords privacy for the participants and allows for the confidentiality of any evidence presented.
6. After the Adjustment Committee hearing is convened, a youth may, upon request and if good cause is shown, be granted reasonable additional time to prepare his/her defense.
7. Any youth charged with a violation of rules being heard by the Adjustment Committee may appear before and address the committee. The youth may make any relevant statement or introduce any relevant documentary evidence he/she wishes in his/her defense. The youth may request witnesses in writing prior to the hearing or seek a continuance if he/she failed to make this request in a timely manner before the hearing.
8. The Adjustment Committee shall rule on the admissibility of evidence presented. The committee shall admit all

## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

9 of 15

EFFECTIVE DATE 2/1/78

SUPERSEDES  
A. R. 509

DATED: 6/13/75


SUBJECT: Discipline

evidence which is relevant to the issue of whether or not the youth committed the rule infraction. Evidence which is irrelevant or cumulative may be excluded. If any evidence is excluded, a written reason will be recorded.

9. The Adjustment Committee, within its discretion, may call any witnesses with relevant knowledge of the incident. The committee may interview witnesses and prepare summaries of their testimony prior to the hearing. The youth does not have the right to confront or cross-examine any witness. The youth may submit questions for witnesses to the committee prior to the hearing. Such questions shall be asked by the committee unless found to be cumulative, irrelevant, or threaten the safety of individuals or the security of the institution. Witnesses requested by youths may be excluded if their testimony would be irrelevant, cumulative, jeopardize the safety of an institution, or disrupt the security of the facility/program. If any witness is excluded, a written reason will be recorded.
10. Youths shall not have a right to either retained or appointed counsel to prepare their defense or appear on their behalf before the Adjustment Committee. A youth shall have the assistance of a staff member in the preparation and presentation of his/her defense.
11. The Adjustment Committee shall decide whether or not the youth committed the rule infraction based upon the evidence it admits at the hearing. All evidence submitted, including all oral and written statements, shall be summarized in the written record prepared by the committee. The committee members shall specifically refer to the evidence which convinced them to decide the youth did or did not commit the rule infraction. A short explanation shall be stated of why information purporting to exonerate the youth was discounted--if the youth was found in violation. It will not be sufficient for the committee's decision to simply adopt and copy the exact wording of the Youth Disciplinary Report. In addition, the disposition of the hearing, the disciplinary action taken, the duration of a detention placement, as well as the reasons for the disciplinary action and the length of



## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

10 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

509

DATED:

6/13/75

SUBJECT: Discipline

the detention placement shall be specified in the written record. The written record must be signed by all the members of the Adjustment Committee.

12. The youth must be given a copy of the written record within 24 hours after the disposition is made. If personal safety or institutional security is jeopardized by certain references in the written record, they may be deleted from the youth's copy but the fact that omissions have been made should be noted on the copy.
13. The Adjustment Committee shall take any of the following actions, based on the evidence admitted:
  - a. Find that the youth did not commit the rule infraction. In that case, the committee shall order that the Youth Disciplinary Report be dismissed and expunged from the youth's records.
  - b. Find that further investigation is necessary to determine if the youth did or did not commit the rule infraction. The committee may order that the youth be confined in investigatory status for up to five days. Such a placement is to be terminated immediately if it appears that the investigation will not be successful in proving a violation by the youth.
  - c. Find that the youth did commit the rule infraction. The committee may order one or more of the following disciplinary actions:
    - (1) Reprimand the youth.
    - (2) Suspend a privilege or the privileges of the youth for a specific period of time not to exceed 90 days. Disciplinary restrictions on visitations, work, education or program assignments and the use of the library shall be related as closely as practicable to abuse of such privileges or facilities.



## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

11 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R. 509

DATED:

6/13/75

SUBJECT:

Discipline

- (3) Recommend changing the youth's program.
  - (4) Recommend changing the youth's housing assignments or transferring him/her to another facility/program.
  - (5) Recommend the revocation of statutory good time or good conduct credits for juvenile felons. The maximum amount of statutory good time or good conduct credits a youth may lose for any given chargeable offense shall not be exceeded.
  - (6) Order the youth placed in confinement. The maximum period of time a youth may spend for any given chargeable offense shall not be exceeded.
14. If the decision of the Adjustment Committee is adverse to the youth, the Adjustment Committee must inform the youth of his/her right to appeal through the grievance procedure--which is established in Juvenile Division Administrative Regulation 613. However, when recommendations relative to revocation of good conduct credits for juvenile felons are rendered and concurred with by the Chief Administrative Officer, and the amount of time recommended for revocation exceeds 30 days in a 12-month period--effective February 1, 1978--an automatic review of those actions will be conducted directly by the Administrative Review Board.
  15. A copy of the Youth Disciplinary Report shall be forwarded to the Chief Administrative Officer or his/her designee for review and approval, along with the Adjustment Committee summary, within 96 hours of the infraction or discovery of same. A copy of the Youth Disciplinary Report and the written record of the Adjustment Committee hearing shall then be filed in the youth's Master Record File.
  16. The Chief Administrative Officer or his/her designee shall automatically review all Adjustment Committee dispositions and written records. When reviewing

**ADMINISTRATIVE REGULATIONS**

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

12 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R. 509

DATED:

6/13/75

SUBJECT:

Discipline

such records, the Chief Administrative Officer may take the following actions:

- a. Confirm the disposition in whole or part.
- b. Order additional or new proceedings.
- c. Suspend or overturn the disposition.

The Chief Administrative Officer shall not increase the sanctions imposed. The youth shall be notified if the Chief Administrative Officer modified the Adjustment Committee action.

17. The Director or his designee shall automatically review all Adjustment Committee dispositions and written records

- a. Confirm the recommendation in whole or part.
- b. Order additional or new proceedings.
- c. Suspend or overturn the recommendation.

The Director shall not increase the sanctions imposed, but may reduce them. The youth shall receive a copy of this review.

ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER  509	PAGE NUMBER  13 of 15
EFFECTIVE DATE 2/1/78	
SUPERSEDES A. R. 509	DATED: 6/13/75

SUBJECT: Discipline

YOUTH DISCIPLINARY REPORT

YOUTH \_\_\_\_\_

Date and Time of Observation \_\_\_\_\_

Location and/or Assignment \_\_\_\_\_

\_\_\_\_\_  
(Employee's Signature/Title/Shift or Department)

Observation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Names-Witnesses, if any)

\_\_\_\_\_  
Note for Employee: Use reverse side and additional pages if necessary to describe observation.

\_\_\_\_\_  
(Reviewed by Supervisor/Date)



## ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

14 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

509

DATED:

6/13/75

SUBJECT:

Discipline

## ADJUSTMENT COMMITTEE PROCEDURES

Violation Date and Time \_\_\_\_\_

(Staple Youth Disciplinary Report Here)

Please be advised that you have the right to appear before the Adjustment Committee and contest this rule violation charge by presenting a written or oral statement or explanation of your actions. You may present to the committee relevant physical exhibits such as records or documents; you have a right to ask that witnesses be interviewed and, if necessary in the committee's judgment, they may be called to testify during your hearing. In addition, you may ask the committee to question the witness along lines you suggest. You must indicate in advance of the hearing the witnesses you wish to have interviewed by filling out the appropriate space on this form, tearing it off, and returning it to the committee. You may have the assistance of a staff counselor to help you prepare a defense. You may request a reasonable extension of time to prepare for your hearing. If you are found guilty of a serious rule violation and are found to be a danger to the institutional community, you may be placed in detention and/or deprived of statutory good time credit.

(Employee Serving Copy on Youth) \_\_\_\_\_

(When served - Date and Time) \_\_\_\_\_

(DETACH AND RETURN TO ADJUSTMENT COMMITTEE)

I hereby agree to waive the 24-hour provision prior to the committee hearing. Violation Date and Time \_\_\_\_\_

Signature of Youth \_\_\_\_\_

(DETACH AND RETURN TO ADJUSTMENT COMMITTEE) Violation Date and Time  
I would like the Adjustment Committee to consider calling the following witnesses:

Date \_\_\_\_\_

Youth's Signature \_\_\_\_\_

Date \_\_\_\_\_

Staff's Signature \_\_\_\_\_



## ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
JUVENILE DIVISION

SECTION NUMBER

509

PAGE NUMBER

15 of 15

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

509

DATED:

6/13/75

SUBJECT: Discipline

## ADJUSTMENT COMMITTEE SUMMARY

Youth's Name: \_\_\_\_\_ No. \_\_\_\_\_

Date and Time of Violation

WITNESSES CALLED

☐ Yes☐ No

RATIONALE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECORD OF PROCEEDINGS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DISPOSITION AND/OR DISCIPLINARY ACTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

BASIS FOR DECISION/EVIDENCE RELIED UPON: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

Chairman, Adjustment Committee

TIME: \_\_\_\_\_

Member, Committee

Approved ☐ Not Approved ☐

Member, Committee

\_\_\_\_\_  
Chief Administrator\_\_\_\_\_  
Date

ILLINOIS DEPARTMENT OF PUBLIC AID  
NOTICE OF ADOPTION OF EMERGENCY RULE AND PROPOSED AMENDMENT  
TO THE RULE ON CHORE AND HOUSEKEEPING SERVICES

IDPA Rule 5.21 establishes the conditions under which chore and housekeeping services are provided to social services clients and the rates the Department will pay for such services. Pursuant to authority granted in Chapter 23, Paragraph 12-4.11, Illinois Revised Statutes, the Department proposes to amend Rule 5.21 in respect to two types of chore and housekeeping services for AABD recipients by removing certain limitations on the amount of service provided. Under the proposed Rule, when a client substantiates a need for "Type I" services in excess of the hours indicated in the Rule, the Department will authorize payment for the full amount of services required. The proposed amendment also removes the 60-day limitation on "Type IV" services which is currently in effect. The Rule will also be amended to correct a typographical error which now mistakenly identifies "Type IV" services as "Type VI" services in the portion of the Rule pertaining to the AABD program.

Pursuant to Sections 5(b) and 6 of "The Illinois Administrative Procedure Act", the Department has adopted the proposed rule as an Emergency Rule effective February 3, 1973.

Any interested party may submit comments, data, views or arguments regarding this proposal by submitting them in writing to the Illinois Department of Public Aid, 316 South Second Street, Springfield, Illinois 62762. The Department will consider all written comments received within 45 days beginning on the date of publication of this notice.

A complete text of the proposed Rule follows, which indicates the amended portions:

**RULE 5.21 CHORE AND HOUSEKEEPING SERVICES**

Services are to be provided to clients who need help with household tasks or personal care and supervision, because of illness, infirmity, or incapacity, to maintain the individual or family in the home.

Services shall be provided to clients by assessing the kinds and amounts of help needed and assisting the caretaker relative in exploring resources, evaluating alternatives and arranging for the services of a household employee when needed.



## RULE 5.21 CHORE AND HOUSEKEEPING SERVICES

AABD

Payment may be made for:

- . Shopping service;
- . One of the following five types of housekeeping services provided in the client's home by a household employee or housekeeping service agency:

Type I service shall be provided when the client lives alone and requires assistance because of illness; infirmity or disability, but is not totally or extensively incapacitated and can maintain self in the home with part-time help. Service consists of chore and housekeeping tasks and limited personal care.

Type II service shall be provided when the client requires full-time supervision and care without charge, and there is no one else available to provide it while the relative must be absent from the home for personal reasons. Services consists of supervision and limited personal care provided as "respite care" - care provided for a portion of the day to relieve the relative of these responsibilities.

Type III service shall be provided when the client is totally or extensively incapacitated, necessitating full-time care and supervision, but lives with a relative who provides this care and supervision without charge, except during hours of employment or participation in education, training or WIN. Service consists of supervision and limited personal care and chore and housekeeping tasks.

~~Type-VI~~ Type IV service shall be provided when the client generally lives alone but is temporarily ~~(for-no more-than-60-days)~~ totally or extensively incapacitated, necessitating full-time care and supervision. The household employee moves into the home to provide this service consisting of chore and housekeeping tasks, personal care, and supervision. This type service may also be provided as a temporary arrangement for a client who is totally or extensively handicapped, necessitating full-time care and supervision for an extended period (beyond 60 days), when time is required for appropriate long-term planning and arrangements.

## RULE 5.21 CHORE AND HOUSEKEEPING SERVICES (CONT.)

Type V service shall be provided when the client lives with a relative, other than a spouse, parent or child and the relative provides the needed service but is unable or unwilling to provide the service without payment. Service may range from part-time assistance for the client who can be maintained in the home with some help to full-time care and supervision for the client who is totally or extensively incapacitated.

- . In limited circumstances, services provided by a spouse, parent or adult child living in the home of the client. Service consists of housekeeping, personal care and supervision.

The total amount included in the grant for care provided by the relative is not to exceed the usual community rate for such services.

Payment for the purchase of shopping service is provided to the client in an amount not to exceed \$4.76 per month.

The amount of payment made for services provided by a household employee is determined by:

- A. The type of service required;
- B. The amount of service provided;
- C. The negotiated rate, not to exceed the maximum rate for the type of service required; and
- D. The maximum amount of service time and/or monthly payment approved.

The maximum rates for the types of service are as follows:

Type I	\$2.65 per hour
	Routine Housekeeping Tasks -
	3 hours per week.
	Seasonal Housekeeping Tasks -
	2 hours per month.
	Meal Preparation - 5 hours per week.
	Laundry and Care of Clothing -
	2 hours per week.
	Shopping and Errands - 2 hours per week.
	Personal Care - 3 hours per week.
	Escort Service to Source of Medical
	Care - based on client's need.

Type I services may exceed the hours indicated only if the client substantiates a need for an amount of service in excess of these guidelines.

## RULE 5.21 CHORE AND HOUSEKEEPING SERVICES (CONT.)

Type II           \$1.00 per hour  
Not to exceed 8 hours per week.

Type III          \$13.00 per day - 5 hours or more.  
\$ 6.50 per day - less than 5 hours.

Payment for Type III services may exceed the payments indicated only if the client substantiates that the service cannot be obtained with payments within these guidelines.

Type IV          \$18.00 per day  
~~Shall not be approved for more than 60 days.~~

Type V           \$ 2.65 per hour  
Part-time service limited to:  
Housekeeping tasks including meal preparation - 1 hour per week.  
Laundry and Care of Clothing - 1 hour per week.  
Shopping and Errands - 1 hour per week.  
Personal Care - 3 hours per week.

Type V, Part-time services may exceed the hours indicated only if the client substantiates a need for an amount of service in excess of these guidelines.

\$160.00 per month - Full time service.

Payment for Type V, Full-time services may exceed the payment indicated only if the client substantiates that the service cannot be obtained with payment within the guidelines.

An amount computed on the AABD assistance standard to meet the relative's needs (food, clothing, personal essentials, the relative's share of expenses for shelter, utilities, household supplies and equipment and therapeutic diets if needed) may be provided if the relative's income from all sources is insufficient to meet these needs. If the relative has medical expenses for physician's services, drugs, dental care, or eye care, and the relative's income is insufficient to meet need, these expenses, if verified, may be paid by the Department.

AFDC

Payment may be made for one of the following four types of service provided in the client's home by a household employee or housekeeping service agency:



## RULE 5.21 CHORE AND HOUSEKEEPING SERVICES (CONT.)

Type I service shall be provided when the caretaker relative is in the home, is not totally or extensively incapacitated, but does require some assistance with household tasks because of illness, infirmity or incapacity. Service consists of chore and housekeeping tasks and limited personal care.

Type II service shall be provided when the caretaker relative is in the home and is totally or extensively incapacitated, necessitating full-time care and supervision, but other household members are available and willing to provide the required activities without charge, except during hours of employment or participation in education, training or WIN. Service consists of personal care, supervision and limited chore and housekeeping tasks.

Type III service shall be provided for a limited period of time (not more than 10 days) when the caretaker relative is in the home, but temporarily incapacitated and there are infants, young children or handicapped children requiring full-time care and supervision beyond the caretaker relative's capability, and there is no one in the household available to provide any part of this care without cost. The household employee either lives in or moves into the home to provide service. Service consists of chore and housekeeping tasks, personal care and supervision.

Type IV service shall be provided when the caretaker relative is hospitalized and there is no one in the household to assume the substitute parental responsibility and management of the household without cost. The household employee either lives in or moves into the home to provide the service. Service consists of household management, child care and supervision provided in the children's home.

The amount of payment made for services provided by a household employee shall be determined by:

- A. The type of service required;
- B. The amount of service provided;
- C. The negotiated rate, not to exceed the maximum rate for the type of service required; and
- D. The maximum amount of service time and/or monthly payment approved.

## RULE 5.21 CHORE AND HOUSEKEEPING SERVICES (CONT.)

The maximum rates for the types of service are as follows:

Type I                    \$2.65 per hour  
Routine Housekeeping Tasks -  
    3 hours per week.  
Seasonal Housekeeping Tasks -  
    3 hours per week.  
Meal Preparation - 6 hours per week.  
Laundry and Care of Clothing -  
    3 hours per week.  
Personal Care (including personal care  
    for children) - 7 hours per week.

Type I services may exceed the hours indicated only if the client substantiates a need for an amount of service in excess of these guidelines.

Type II                    \$12.00 per day when service is required  
                              for 5 or more hours per day.  
\$ 6.00 per day when service is required  
                              for less than 5 hours per day.

Payment for Type II services may exceed the payment indicated only if the client substantiates that the service cannot be obtained with payments within these guidelines.

Type III                   \$20.00 per day  
                              May not exceed 10 days.

Type IV                   \$22.50 per day  
                              May not exceed 30 days.

GA

Payment for the cost of services provided in the home to individuals needing personal care or help with household tasks because of the illness or incapacity of the recipient or the hospitalization of a child's caretaker shall be made when there are no resources available without cost. Such services may be provided by a household employee who is not supervised by an agency, and is responsible to the client.

Payment of the cost of household services shall be made according to the type and amount of service needed, at a rate of up to \$2.65 per hour. When housekeeping services are needed on a 24 hour basis and one individual provides the service, a rate not to exceed a maximum of \$39.75 per

## RULE 5.21 CHORE AND HOUSEKEEPING SERVICES (CONT.)

day may be paid. If more than one individual provides the 24 hour care, each individual may be paid up to \$2.65 per hour for that portion of the day he or she provides the service. Both the individual receiving service and the housekeeper shall be informed of the rate and amount of service which has been approved. Payments shall be made only for the approved rate and amount of service.

A food allowance for the household employee of a General Assistance recipient may be authorized in an amount not to exceed \$1.00 per day worked by the household employee.

Food Stamps, AMI, MANG

Not Applicable.



Illinois Department of Public Health - Proposed Rules and Regulations for the Choke-Saving Methods Act.

The Illinois Department of Public Health proposes rules and regulations for the Treatment of Choking Victims in food establishments to be promulgated in accordance with the provisions of the Choke-Saving Methods Act (Chapter 56½ § 601 et seq, Illinois Revised Statutes, 1977).

The rules and regulations would provide for the posting of placards that depict approved methods for removal of food from a choking victim in all fixed or mobile food establishments. The rules and regulations also outline the voluntary training program.

All interested persons who request within 14 days of the date of publication in the Illinois Register, an opportunity to comment, may do so within 45 days of the publication date by submitting their written comments, views, data, and arguments to Ms. Karen Kabat, Illinois Department of Public Health, Division of Emergency Medical Services and Highway Safety, 525 W. Jefferson, Springfield, Illinois 62761.

The text of the proposed rules follows:

## GUIDELINES FOR THE TREATMENT OF CHOKING VICTIMS

TABLE OF CONTENTS

	<u>PAGE</u>
RULE 1. INTRODUCTION .....	1
RULE 2. GLOSSARY .....	1
RULE 3. PROGRAM ADMINISTRATION .....	1
RULE 4. TRAINING .....	2
RULE 5. POSTING REQUIREMENTS .....	3
RULE 6. LIABILITY .....	4
RULE 7. INSPECTION .....	4
RULE 8. PENALTY .....	4
RULE 9. EFFECTIVE DATE .....	4

GUIDELINES FOR THE TREATMENT OF CHOKING VICTIMSRULE 1. INTRODUCTION:

The "Choke Saving Methods Act" P.A. 80-448, becomes effective January 1, 1978. This Act mandates the Illinois Department of Public Health to prescribe minimum standards, rules and regulations for emergency care of choking victims to be employed without the use of instruments or devices.

The policies and procedures recommended in these Guidelines are subject to further refinement and improvement.

The Act requires all food service establishments to post, in a conspicuous place, placards (posters) that depict non-invasive procedures for removing food lodged in a person's throat.

RULE 2. GLOSSARY:

The following are terms frequently appearing in these Guidelines:

2.1 Food Service Establishment - Any fixed or mobile establishment serving food for consumption on the premises. The term does not include establishments operated on a temporary basis by charitable or non-profit organizations.

2.2 Placards - Posters that depict simple instructions in words and illustrations that are not offensive to restaurant patrons for the emergency care of choking victims.

2.3 First Aid Procedures - Emergency care methods determined safe and effective by the Illinois Department of Public Health to be employed by laymen without the use of instruments or devices.

RULE 3. PROGRAM ADMINISTRATION:

The Illinois Department of Public Health, Division of Emergency Medical Services and Highway Safety is responsible for the program coordination on a statewide basis. The Illinois Department of Public Health designed placards which are available free of charge to food service establishments.



RULE 4. TRAINING

The Illinois Department of Public Health encourages the training of all restaurant employees in the following techniques:

4.1 Obstructed Airway - Lay people should be taught to recognize victims of airway obstruction (choking) by utilizing the following signs:

4.1 (a) Victim is unable to speak, cough, or breathe.

4.1 (b) Victim is turning blue, (This sign will be difficult to observe in Blacks, Asians, etc.)

4.1 (c) Victim appears to struggle; grasps throat with hands.

4.2 Emergency Care for Obstructed Airway - Rescuer should approach victim and ask if victim is able to speak.

4.2 (a) If victim is unable to speak, rescuer should deliver four, quick blows between victim's shoulder blades.

4.2 (b) If this step is not successful, the rescuer is to proceed with the "abdominal thrust maneuver". The rescuer is to position the victim in front of the rescuer. The rescuer then places his (her) arms around the victim and makes a fist with one hand. The fist is placed midline and halfway between the umbilicus (navel) and the bottom of the rib cage. The other hand grasps the wrist above the fist. Four, quick upward thrusts are delivered.

4.2 (c) If this step is not successful, 4.2(a) is repeated, then 4.2(b) is repeated continually until successful or victim becomes unconscious.

4.3 Emergency Care For An Unconscious Victim - If the rescuer has attempted the above steps without success and victim becomes unconscious, rescuer should place victim on floor, establish unresponsiveness, position victim's head and attempt to ventilate four times. If unsuccessful, perform the following steps:

- 4.3 (a) Roll victim toward you and deliver four quick blows between victim's shoulder blades.
- 4.3 (b) Check victim's mouth for foreign body.
- 4.3 (c) Position victim on back.
- 4.3 (d) Turn victim's head to one side.
- 4.3 (e) Straddle victim's hips or one leg and place the heel of one hand halfway between umbilicus (navel) and the bottom of the rib cage. Place the second hand on top of the first hand.
- 4.3 (f) Press into abdomen with four, quick upward thrusts.
- 4.3 (g) Check victim's mouth for foreign body.
- 4.3 (h) Re-position head and attempt to ventilate.
- 4.3 (i) If victim has cardiac arrest, proceed with cardio-pulmonary resuscitation.

4.4 Instruction in Cardio-pulmonary Resuscitation and "Abdominal Thrust Maneuver" is available through the Division of Emergency Medical Services and Highway Safety, Illinois Heart Association, American National Red Cross, etc.

4.5 All instruction is voluntary on the part of the food service establishment.

RULE 5. POSTING REQUIREMENTS:

Each food service establishment in the State of Illinois is required to post the "Choke Saving Methods Act" placard in a conspicuous place that is visible to both patrons and employees.

- 5.1 The placards need not be in the actual dining areas.

RULE 6. LIABILITY:

Except as provided by law, no person shall be obligated to remove, assist in removing, or attempt to remove food from another person's throat.

6.1 No person, who in good faith removes or attempts to remove such food in an emergency occurring at a food service establishment, shall be liable for any civil damages as a result of any acts or omissions by such person in rendering emergency assistance.

RULE 7. INSPECTION:

Routine inspections conducted by local health departments and for the Division of Food and Drugs, Illinois Department of Public Health will include compliance with the posting requirements of "The Choke-Saving Methods Act".

RULE 8. PENALTY:

Any person who violates the posting requirement of this Act is guilty of a business offense and shall be fined \$500.00.

8.1 Food service establishments have six (6) months to comply with the posting requirements.

8.2 No fines shall be levied until July of 1978.

RULE 9. EFFECTIVE DATE:

The "Choke Saving Methods Act" P.A. 80-448, Chapter 56 $\frac{1}{2}$  § 601 becomes effective January 1, 1978.



## NOTICE OF EMERGENCY ADOPTION

Illinois Department of Public Health - Guidelines for Advanced Life Support.

The Illinois Department of Public Health hereby gives notice of the emergency adoption, on December 29, 1977, of the Guidelines - Advanced Life Support. Said Guidelines were submitted to and accepted by the Secretary of State for emergency filing on December 30, 1977, and became immediately effective in accordance with Section 5(a)3 of the Illinois Administrative Procedure Act. At the time these Guidelines were filed as emergency rules, the Department failed to realize that concurrently with the filing of emergency rules publication in the Illinois Register was required. The Department is now submitting these Guidelines for publication in a good faith effort to comply with the Illinois Administrative Procedure Act. The Guidelines are promulgated by the Department pursuant to the Emergency Medical Treatment Act, Chapter 111 $\frac{1}{2}$ , Sections 86-87, Illinois Revised Statutes.

The Guidelines - Advanced Life Support govern and guide the formation of Mobile Intensive Care (Advanced Life Support) systems throughout the State, and govern such systems' applications for State of Illinois approval. The Guidelines also set out the minimum standards for training Emergency Medical Technicians--Paramedics, and the standards for State certification and recertification of such individuals.

The text of the Guidelines - Advanced Life Support follows:

SECTION

MOBILE INTENSIVE CARE LAW P.A. 78-1271	1 - 4	
"HOW TO" GUIDE PHASE DEVELOPMENT	5 - 6	
M.I.C.U. GUIDELINES	7	
INTRODUCTION	8	
PREFACE	9 - 12	
SECTION I	AREAWIDE PLANNING COMMITTEE APPROVAL	13
SECTION II	GEOGRAPHICAL OUTLINE	14
SECTION III	COMMITMENTS	15
SECTION IV	AMBULANCE SERVICES	16 - 19
SECTION V	RESOURCE HOSPITAL COMMITMENTS	20
SECTION VI	COMMUNICATIONS	21 - 31
SECTION VII	TRAINING AND CERTIFICATION	32 - 35
SECTION VIII	CONTINUING EDUCATION, RECERTIFICATION, INACTIVE STATUS & RECIPROCITY	36 - 40
SECTION IX	RECORDS AND DATA COLLECTION	41
SECTION X	PUBLIC INFORMATION	42
APPENDIX A	REQUIRED EQUIPMENT & RECOMMENDED EQUIPMENT	43 - 46
APPENDIX B	SAMPLE DRUG LIST	47 - 48
APPENDIX C	ASSOCIATE HOSPITAL PROPOSAL DEVELOPMENT	49 - 51
APPENDIX D	PARAMEDIC COURSE CURRICULUM	52 - 73
APPENDIX E	CONTINUING EDUCATION CURRICULUM	74 - 82
APPENDIX F	ORGANIZATIONAL CHART	83
APPENDIX G	E.M.S. COORDINATOR LIST	84 - 88

**MOBILE INTENSIVE CARE LAW P.A. 78-1271**



## EMERGENCY MEDICAL TREATMENT

An act requiring hospitals to render hospital emergency service in case of injury or acute medical condition and to implement emergency hospital, medical and surgical services on a community or areawide basis. Be it enacted by the People of the State of Illinois represented in the General Assembly.

86. Hospitals to furnish emergency services. 1. Every hospital required to be licensed by the Department of Public Health pursuant to the Hospital Licensing Act, approved July 1, 1953, as now or hereafter amended, which provides general medical and surgical hospital services shall provide a hospital emergency service in accordance with rules and regulations adopted by the Department of Public Health and shall furnish such hospital emergency services to any applicant who applies for the same in case of injury or acute medical condition where the same is liable to cause death or severe injury or serious illness.

86.1 Community or areawide plan for emergency services. 1.1 A hospital is authorized to participate, in conjunction with one or more other hospitals, in a community or areawide plan for the furnishing of hospital emergency service on a community or areawide basis, provided each hospital participating in such a plan shall furnish such hospital emergency services as it was designated to provide in the plan agreed upon by the participating hospitals to any applicant who applies for the same in case of injury or acute medical condition where the same is liable to cause death or severe injury or serious illness.

86.2 Community or areawide plans-submission to department. 1.2 Community or areawide plans may be developed by the hospitals in the community or area to be served and shall provide for the hospital emergency services which shall be made available by each of the participating hospitals. All such plans shall be

submitted to the Department of Public Health for approval prior to such plan becoming effective. The Department of Public Health shall approve such plan for community or areawide hospital emergency service if it finds that the implementation of the proposed plan would provide an adequate hospital emergency service for the people of the community or area to be served.

86.3 Programs utilizing mobile intensive care personnel-Annual reports-Advisory Board-Mobile intensive care personnel defined. 1.3 A hospital may with approval of the Illinois Department of Public Health, conduct programs utilizing mobile intensive care personnel for the delivery of emergency medical care to the sick and injured at the scene of an emergency and during transport to a hospital, while in the hospital emergency department, and until care and responsibility can be assumed by the regular hospital staff. Nothing in this Section shall be construed as prohibiting the operation of fire department, police department or other emergency vehicles in conjunction with an approved hospital program. Whenever a program is approved by the Illinois Department of Public Health under this Section, the Hospital conducting the program shall submit annual reports to the Department of Public Health on the operation of the program.

There shall be an advisory board consisting of 10 members appointed by the Director of the Department of Public Health, 2 of whom shall be registered professional nurses, one of whom shall be a person representative of mobile intensive care personnel, one of whom shall be a hospital administrator and two of whom shall be representatives of the general public. Members of the Board shall be appointed for 2 year terms. Vacancies shall be filled for the balance of the unexpired term. All members shall serve until their successors are appointed. Members shall serve without compensation but shall be reimbursed for expenses necessarily incurred in the performance of their duties.

In establishing guidelines for programs under this act the Department of Public Health shall consult with the Advisory Board.

As used in this Act "mobile intensive care personnel" means personnel who have been specifically trained in emergency cardiac and non-cardiac care in a training program approved by the Illinois Department of Public Health and who are certified by the Department as qualified to render the services enumerated in Section 1.4 of this Act.<sup>1</sup>

86.4 Treatment by Mobile Intensive Care Personnel Authorized. 1.4

Notwithstanding any other provision of law, when an emergency exists mobile intensive care personnel may do any of the following:

- (1) Render rescue, first-aid and resuscitation services
- (2) Perform cardiopulmonary resuscitation and defibrillation in a pulseless, nonbreathing patient.
- (3) Where voice contact is maintained and a telemetered electro-cardiogram is monitored by a physician licensed to practice medicine in all of its branches or by a registered professional nurse who has satisfactorily completed a course of training in emergency cardiac care approved for purposes of this Act by the Illinois Department of Public Health where authorized by such physician, upon order of such physician or such nurse:
  - (a) Administer intravenous saline or glucose solutions.
  - (b) Perform gastric suction by intubation.
  - (c) Administer parenteral injections of any of the following classes of drugs and their appropriate antidotes:
    - (i) Antiarrhythmic agents
    - (ii) Vagolytic agents
    - (iii) Chronotropic agents
    - (iv) Analgesic agents
    - (v) Alkalinizing agents
    - (vi) Vasopressor agents



(4) During training administer parenteral medications under the direct supervision of a physician licensed to practice medicine in all of its branches or a registered professional nurse.

86.5 Liability for Civil Damages. 1.5 (a) No physician or nurse who in good faith gives emergency instructions to mobile intensive care personnel who are at the scene of an emergency or who are transporting a patient to a hospital nor any mobile intensive care personnel following such instructions shall be liable for any civil damages as a result of issuing or following the instructions, unless issuing or following the instructions constitutes willful and wanton misconduct.

87. Violation of provisions of Act. 2. Any hospital violating any of the provisions of this Act shall be guilty of a petty offense for each violation, and any fine imposed shall be paid into the general corporate funds of the city, incorporated town, or village in which the hospital is located, or of the county, in case such hospital is outside the limits of any incorporated municipality.

**"HOW TO DEVELOP AN M.I.C.U. PROGRAM"**

**GUIDE PHASE DEVELOPMENT**

In developing a mobile intensive care (paramedic) program, four planning and implementation phases must be addressed. Phase development is particularly important to assure coordinated completion of all essential components of the system, i.e., completion of training, purchase equipment, program approval, etc.

The following phases briefly identify the major milestones to be accomplished in developing a mobile intensive care program and their recommended sequence.

Phase I:

Initiation of planning by individual physician, hospital, or community group, as well as, the recognized areawide EMS planning agency/committee. Regardless of initial stimulus, planning should involve the EMS planning group.

Contact local EMS Coordinator and communications agent for assistance on meeting state guidelines and preparing proposal for state approval.

Evaluate existing resources and determine needs:

- (1) ambulance services
- (2) educational resources
- (3) equipment requirements

Obtain commitments from planning groups, adjoining area/hospitals, governmental units.

Begin community organization and education. Financial assistance from community or government should be investigated. Begin public education program through media to gain support.



## Phase II:

Prepare program proposal as prescribed by State guidelines.

Submit proposal to Illinois Department of Public Health for approval.

Begin preliminary "paramedic" education course organization.

Possibly begin education of involved hospital personnel -- physicians and nurses.

## Phase III:

Begin paramedic education course upon approval of total proposal by Illinois Department of Public Health.

Purchase equipment.

Continue public education regarding program progress and citizen access.

## Phase IV:

Receive and activate equipment.

Begin formal operation with one Advanced EMT and one basic EMT.

Complete training. Test and certify "paramedics". Begin Supervised field experience.

Continue training to fulfill requirement of two Advanced EMT's per vehicle in one years time.

GUIDELINES FOR A MOBILE INTENSIVE CARE

PROGRAM PROPOSAL

Developed by  
Illinois Department of Public Health  
Division of Emergency Medical Services  
Highway Safety  
As authorized under Public Act 78-1271  
Revised August, 1977

## INTRODUCTION

The following guidelines are to be utilized by the areawide EMS planning agencies and hospitals to develop a coordinated M.I.C.U. network. The body of the guidelines is geared toward those hospitals that will be M.I.C.U. Resource hospitals.

Appendix C relates the guidelines for Associate Hospital development. If there is any duplication, the body of the guidelines will be referred to as a resource for information. If the Associate Hospital does not expand the service area and if any of the required information is identical to the M.I.C.U. Resource Hospital, then this should be stated in the proposal. This will avoid duplication of effort and will be more economical of time.

Non-adherence to these revised guidelines will place a Mobile Intensive Care System on probation.

Four(4) copies of the proposal will be required for submission of approval. Two(2) copies will remain with MICU Program Coordinator for review by staff members, one(1) copy will be returned to the project medical director, and one(1) copy will be sent to the Regional EMS Coordinator in the area. Failure to submit four(4) proposal copies will warrant return of proposal to hospital.

No training of paramedic students may start until formal program approval by Illinois Department of Public Health.

No requests for grants for equipment or training may be applied for without formal approval by Illinois Department of Public Health.



## PREFACE

- A) Name of Hospital that will be MERCI Net Station.
- B) Name of Hospital that will be M.I.C.U. Resource Hospital  
(must have Basic or Comprehensive Emergency Department  
P.A. 76-1858)
- C) Name of Project Director (Hospital Administrator responsible for  
the total program)
- D) Name of Project Medical Director (Physician who will be responsible  
for the Clinical aspects of the program)
- E) Name of Nurse Coordinator  
(Registered professional nurse, must be well versed in arrhythmia  
identification, and treatment, oriented to care of the critically  
injured patient, and has knowledge and experience in the field on  
ambulance services). (RN who will coordinate the didactic, clinical  
and data collection portions of the program)
- F) Conflict mediating Board -
1. Members (minimum required)
    - a. EMS Coordinator \_\_\_\_\_
    - b. Project Director \_\_\_\_\_
    - c. Project Medical Coordinator \_\_\_\_\_
    - d. Nurse Coordinator \_\_\_\_\_
    - \*e. Cardiologist if applicable \_\_\_\_\_
    - f. Highest Official of Ambulance Serv. \_\_\_\_\_
    - g. Others by invitation when applicable i.e., State Police,  
Civil Defense and City or County Officials.
  2. The Board should respond within 24 hours of the incidence.

- G) Review Committee - Should meet at least monthly to review controversial or interesting case.

Name of Chairman \_\_\_\_\_

- H) Director of Continuing Medical Education if other than Project Medical Director.

PMIC - QUALIFICATIONS

- 1) A physician who is a graduate of an approved accredited medical school and has completed a one (1) year post graduate study with these qualifications:
- 2) Should have completed an approved residency in Emergency Medicine or have extensive critical or emergency care experience.
- 3) Must be licensed in State of Illinois and have the ability to diagnose and initiate therapy.
- 4) Demonstrate an interest in the improvement of EMS and knowledge of the problems involved.
- 5) Demonstrate a willingness to further his own education in areas of emergency care.
- 6) Demonstrate a willingness to cooperate with the providers of ambulance services in the local area.
- 7) Have experience on an ambulance vehicle, or be willing to make provisions to gain experience on the vehicle.
- 8) Be thoroughly knowledgeable about and able to demonstrate all skills as presented in the EMT/A, and the training programs for EMT/Paramedic.
- 9) Have experience at instructing students at a level similar to that of EMT's.

\* If the project medical director is not a "cardiologist"; there must be a designated cardiologist available for consultation.



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**M.I.C.U. NURSE COORDINATOR****QUALIFICATIONS:**

Registered professional nurse, must be well versed in arrhythmia identification and treatment, well oriented to the care of the critically injured patient, and have knowledge and experience in the field on ambulance services.

**RESPONSIBILITIES:**

Will coordinate the didactic and clinical experience of Advanced EMT/Paramedic, be responsible for keeping experience records on all EMT/Paramedics and data collection portions of the program, and has the responsibility of supervising all personnel involved in the M.I.C. program.

Section I     Submit a cover letter with approval from areawide planning committee.

      This cover letter needs to indicate that the hospital to be the M.I.C.U. Resource Hospital is the best-equipped -- manpower-wise, facility-wise, and location-wise -- hospital in the plan to fulfill the responsibilities of an M.I.C.U. Resource Hospital.

      In the event that a project is within the jurisdiction of more than one areawide EMS planning committee or council, then a letter of approval must be submitted by each.

      A brief description is required of the areawide EMS service area, including categorization scheme, specialty availability, and critical care referral patterns.

      Describe which hospitals will be Associates and when each will be added (see Appendix C for guidelines for Associate Hospitals). Include which ambulance services will be affected and/or added when the Associate Hospitals are approved.

      Describe the planned utilization of existing ambulance services -- i.e., will all vehicles in each community provide paramedic care? Will they respond to every ambulance call? Will they transport -- if so, every ambulance call? Estimated number of "paramedical" vans that will be operational. Estimated number of "paramedics" to be trained in the program. Utilization of basic life support vehicles.

Section II - Geographical Outline of the Area to be served

Submit a map of service area, including hospital(s) and ambulance location.

Indicate which hospitals will be "participating" i.e., receiving, monitoring and associate. A "participating" hospital is defined as a hospital that will cooperate in receiving and treating patients that are transported by the M.I.C.U. personnel.

The Associate Hospital may only be under one Resource Hospital.

If a program involved hospital wants to become part of another resource system, the hospital must apply for such change to Illinois Department of Public Health and must submit letter from present Resource Hospital and from Proposed Resource Hospital.



Section III Commitments

- A. Submit signed commitments from highest elected official from each governmental unit of the area.
- B. Signed commitments of support and agreement for this M.I.C.U. Resource Hospital from other "participating" hospitals in the program.

Describe how the participating hospitals will relate to the M.I.C.U. Resource Hospital, their involvement in ongoing planning and development of the program, their utilization in the education and continuing education aspects of the program.

- C. If private purveyors are to be utilized in the program, then there must be some indication that the Resource Hospital has informed the highest official from each governmental unit of the availability of Advanced Life Support services.

Section IV    Emergency Medical Services:

## Community and Private Ambulance Services

A brief narrative of each participating ambulance agency's role in the project will be required. The letter is to be signed by the highest elected official of each community (if private service, then, head of company). This should include:

1. Defined primary area of response, to include:
  - a. a defined map with the ambulance(s) location
  - b. population base of service area
  - c. square mileage
2. Defined time of response (4 - 6 minutes)
3. Written commitment to 24-hour coverage.
- \*4. Each M.I.C.U. vehicle must be staffed with at least two (2) certified Advanced E.M.T.'s, 24 hours a day, 7 days a week.
  - a. How many "paramedics" will be trained from service area?
  - b. How many M.I.C.U. vehicles will be operational per service area?
5. Must be in central dispatch when available. In the interim, must identify present access number.

How will A.L.S. vehicle be dispatched?
6. Must agree to mutual aid and back-up systems.

- Section IV 7. The patient transport vehicle must meet guidelines of D.O.T. ambulance specifications.

Describe current vehicle status in participating communities; plans to upgrade, if necessary; and definite date of full compliance.

8. Minimum equipment to meet D.O.T. equipment specifications (see Appendix A) to include the necessary telemetry both radios and telephone equipment and defibrillator. In addition drugs, intravenous equipment, etc., that will meet medical emergencies outlined in the project plan. A sample listing may be found in Appendix B. Drugs in Appendix B are not required drugs -- all drugs to be used by the M.I.C.U. personnel will be at the discretion of and responsibility of the project medical coordinator.
9. Utilization of basic life support vehicles.
10. If both private and municipal purveyors will be servicing the same area, how will these be interphased? Will the roles be similar or different?

After the approval of the total proposal, proposals for additional ambulance services must be submitted by the M.I.C.U. Resource Hospital for approval by the Illinois Department of Public Health.

The following letters and information must be submitted:

1. Letter of approval from areawide EMS planning agency or agencies.
2. Letter of approval from M.I.C.U. Resource Hospital -- stating acceptability of Advanced E.M.T.'s in the program and compatability of communications equipment.



- 
- Section IV
3. Letter of commitment or acknowledgement from elected officical of community as described in Section III.
  4. Criteria as defined in Section IV.
  5. Submit a list of certified Advanced E.M.T.'s that will be staffing the M.I.C.U. vehicle.

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\* All beginning programs will have a year to comply. Until that time, each unit must be staffed with one certified Advanced E.M.T. and one certified E.M.T.

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1. Response - no transport

Where appropriate, a locality may use a non-transporting vehicle manned by two paramedics to respond to the scene and render advanced life support care. This must be in conjunction with a mutual aid agreement with an adjacent system, or another unit within that system which is capable of transporting and providing the same level of patient care, i.e., the system must provide for transfer of care by the personnel on the non-transporting vehicle to personnel of equivalent training manning the transporting vehicle.

2. ALS/BLS team response

Where appropriate, a locality may elect to man an advanced life support vehicle with one EMT/Paramedic and one EMT/A. When indicated, a similarly manned vehicle would be dispatched simultaneously, or that vehicle requested by the initial arriving vehicle after reaching the scene and assessing the need for additional support. In certain geographical areas, this may provide for better overall coverage, yet meet the requirements for two paramedics on the scene where advanced life support is indicated.

3. BLS/ALS response (dual response system).

Where appropriate, a locality may elect to effect a dual response system whereby the initial response is made by basic life support (EMT/A) personnel, with simultaneous dispatch of an advanced life support unit manned by paramedics. Where simultaneous dispatch was not deemed necessary, the basic life support personnel may request the advanced life support vehicle after initial assessment and determination of need.

4. Advanced Life Support Response

Where appropriate, a locality may elect to use only advanced life support vehicles manned by two EMT paramedics.

Section V    RESOURCE HOSPITAL COMMITMENTS

Written commitments from hospital, medical and nursing staff from the hospital that is the M.I.C.U. Resource Hospital. The three (3) letters must demonstrate that each area supports the Mobile Program.

1) Hospital Administrator

The hospital administrator must assure 24-hour, well-trained physician coverage in the emergency department.

2) Chief of Medical Staff

3) Director of Nursing

4) Project Medical Coordinator and Consultant

"Cardiologist" if available

The letter from the project medical coordinator must demonstrate his commitment for the education of all involved personnel and maintaining their levels of knowledge. If project medical director is not a "cardiologist", then a letter is also required from the consultant "cardiologist" describing his duties in educating involved hospital personnel and maintaining their levels of knowledge.

The medical director must also describe the standing orders for the nurse in the temporary absence of the physician. He must relate under what circumstances the nurse will call the doctor to the console and what her limitations are. Approval of the project will depend upon the certification, in writing, by the project medical director that all involved personnel are capable in arrhythmia identification and treatment and in the use of the communications equipment.

A copy of the M.I.C.U. drug and equipment list that is required of the M.I.C.U. vehicles for the program must be supplied by the project medical coordinator.



The Resource Hospital has the unique position of responsibility and authority for the Mobile Intensive Care Program.

These responsibilities encompass the following:

- 1) The Project Medical Director assumes full responsibility for medical control both at the field level and hospital level.
- 2) Training of field personnel lies with the Resource Hospital; may authorize Associate Hospital to do part of clinical experience.
- 3) The Resource Hospital monitors all consultation and medical direction transmissions within the total network.
- 4) Certification and recertification of individual EMT-Paramedics is the Project Medical Director's responsibility. Each letter of recommendation must contain his/her signature.
- 5) The Medical Director is responsible for obtaining and keeping current all necessary approvals; maintenance of records, equipment, and protocols; the MIC related actions of all personnel operating in the system area; and the conformance with all federal, state and local laws, rules and regulations, and standards related to MIC operation.

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Section VI    Communications

A. Identify existing communications capabilities. This is to include:

1. Identification of present access numbers for Emergency Medical Services. Describe plans to implement "911" System.
2. How the ambulances will be dispatched.
3. Utilization of Central Medical Emergency Dispatch.
4. How the existing communications capabilities will be utilized. Describe how each plan interfaces with existing and future systems.
5. How hospital-to-hospital communications will be handled.

B. Equipment descriptions:

1. UHF and VHF radio capabilities, phone, recorders, and tie lines, as required.
2. M.I.C.U. Resource - phone, recorders, and tie lines, as required.
3. Associate (see Appendix C, Section VI).
4. Monitoring - phones, recorders, and tie lines.
5. All mobile and portable equipment to be used by the Advanced E.M.T. (paramedic).
6. Must include detailed radio and telephone equipment block diagram sketches; equipment specifications (i.e., ERP, antenna location and height); modes of operation such as half duplex; radio coverage maps; equipment lists and locations, etc. (see following pages for equipment, channel and procedural requirements.)

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- Section VI C. Describe the protocol for equipment breakdown.
- D. Describe protocol for initiating communications between M.I.C.U. Resource Hospital and field M.I.C.U. personnel; Associate and M.I.C.U. field personnel.
- E. The total communications system will require coordination with and approval from the Illinois Department of Public Health communications agent in the region. A letter from the EMS Communications agent is required before submission of proposal for approval. He is required to review equipment and procedures, interface with "911" Central Medical Emergency Dispatch agencies (CMED) and Disaster Plan.



## Section VI

MERCI UHF RADIO EQUIPMENT REQUIREMENTS

(Abridged)

Rules for MIC (Mobile Intensive Care) operation set forth by the Division of EMS & HS, IDPH (Illinois Department of Public Health) and the FCC (Federal Communications Commission) Rules and Regulations define and set the requirements for biomedical telemetry/voice system equipment and operation. See also the latest revision of the "Communications Manual Rule Book for MERCI" and Volumes II and IV of the FCC Rules and Regulations. Below is an abridged set of these requirements.

FREQUENCIES

The following pairs of UHF radio channels have been designated for medical telemetry and voice services:

<u>CHANNEL NAME</u>	<u>BASE FREQ.</u>	<u>MOBILE FREQ.</u>
Dispatch 1*	462.950 MHz	and 467.950 MHz
Dispatch 2*	462.975 MHz	and 467.975 MHz
MED 1	463.000 MHz	and 468.000 MHz
MED 2	463.025 MHz	and 468.025 MHz
MED 3	463.050 MHz	and 468.050 MHz
MED 4	463.075 MHz	and 468.075 MHz
MED 5	463.100 MHz	and 468.100 MHz
MED 6	463.125 MHz	and 468.125 MHz
MED 7	463.150 MHz	and 468.150 MHz
MED 8**	463.175 MHz	and 468.175 MHz

\* Dispatch for downstate BLS (Basic Life Support) and ALS (Advance Life Support) vehicles should be on 155.220 MHz. These UHF channels can be used in special cases where 155.220 MHz is not practical.

\*\*MED 8 will be the statewide itinerant channel and will be required in all systems.)

Other channels that may be used for 1 watt or less portable talk-in to a vehicle mounted or portable repeater are: 458.025 MHz, 458.075 MHz, 458.125 MHz, 458.175 MHz.

These channels will be used according to the following set of guidelines.

MERCI UHF RADIO CHANNEL ASSIGNMENTS

MERCI rules<sup>1</sup> for MIC operation set forth by the Illinois Department of Public Health call for the State of Illinois to be divided into UHF radio districts. These districts and their respective radio channel assignments are shown on the attached map<sup>2</sup>. All UHF medical emergency telemetry base stations<sup>3</sup> located within each district shall have all of their transmitters and receivers tuned to their assigned channels. (i.e., primary, secondary, tertiary & itinerant frequencies in F1, F2, F3, & F4 positions respectively. Frequency controls shall be labeled with their proper MED 1 through 8 channel designations.)

DEFINITIONS

- a. "PRIMARY" telemetry/voice channel: Channels designated primary are preassigned by written notice from the Illinois Department of Public Health (IDPH) in conjunction with recognized local area wide planning agencies for all MIC approved UHF base stations in a radio district. This channel shall be used by EMT/A's and EMT/Paramedics operating into the above base stations.  
TELEPHONE CONNECTIONS SHALL BE USED WHEREVER POSSIBLE TO AVOID OVERLOADING THE UHF CHANNELS.
- b. "SECONDARY"<sup>4</sup> telemetry/voice channel: Channels designated secondary are preassigned as above. Approved base stations may assign on a not to interfere basis the use of the channel to EMT's operating into their station if the primary channel is in full use as determined by local protocol.
- c. "TERTIARY"<sup>4</sup> telemetry/voice channel: Channels designated tertiary are preassigned as above. Approved base stations may assign this channel to EMT's for limited time only. Tertiary channel use is on a not to interfere basis and should only be used if the primary and secondary channels are fully loaded.
- d. "ITINERANT"<sup>4</sup> telemetry/voice channel: MED 8 is the channel assigned for itinerants in Illinois and environs. All UHF MIC radio base stations in Illinois shall have this channel installed and operational in their base stations in such a way that simultaneous monitoring of this channel and the other channels in use is accomplished. MED 8 may be used by Illinois EMT's as a common call channel where local protocols allow it.<sup>10</sup> It shall be used by out-of-state itinerants for the common call. Illinois EMT's operating into stations outside their home radio district shall also use MED 8 as their common call emergency channel.



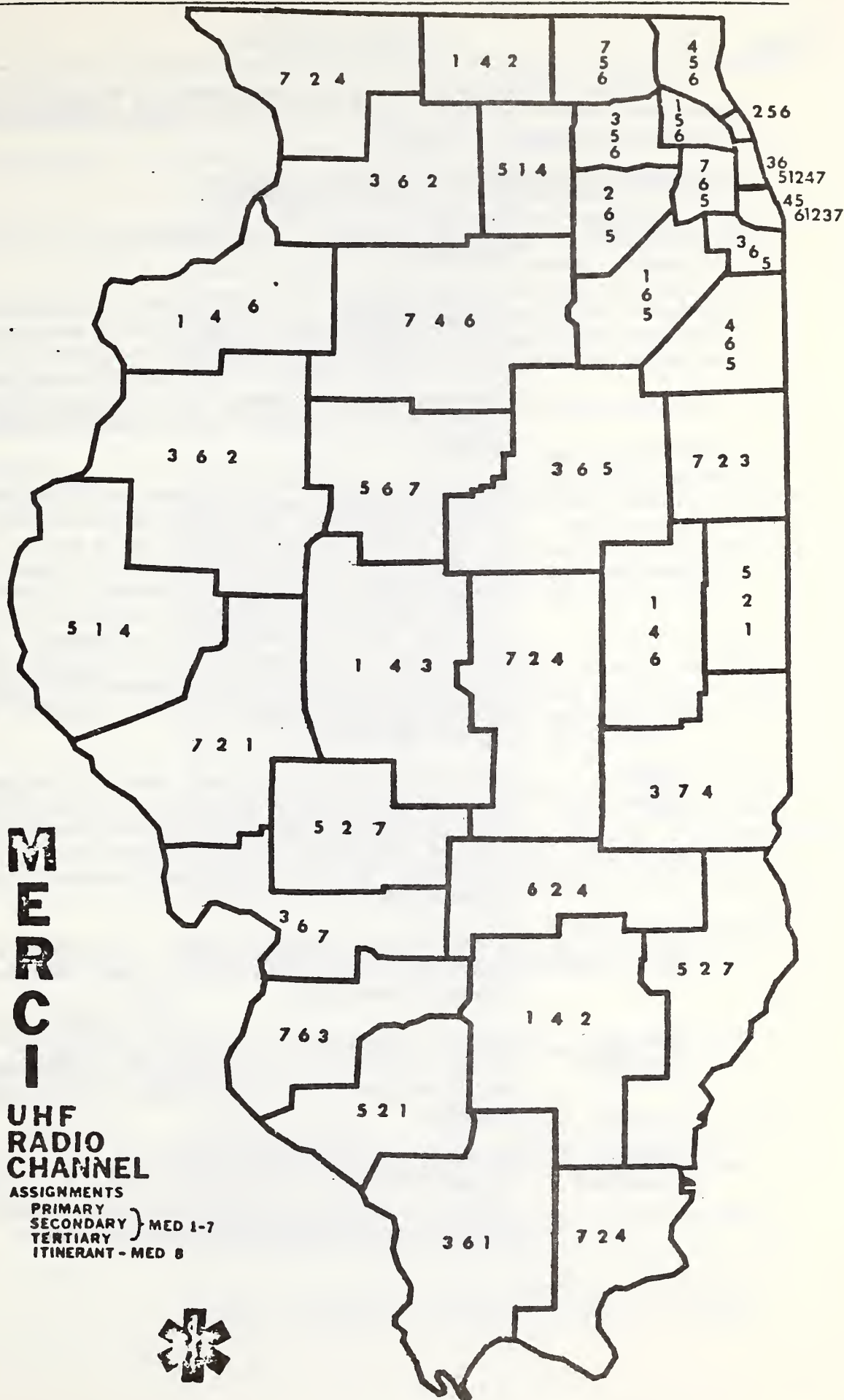
"MED 1 through 7" UHF radio Channels shown are Primary, Secondary, and Tertiary reading from Left to Right or Top to Bottom for each Radio District. All Base Stations within a District shall have these and only these channels plus MED 8 installed and operational in frequency positions 1,2,3 & 4 of their stations respectively. Frequencies 1,2 & 3 shall be local tone decoded. MED 8 shall have both local and 210.7Hz tone decodes.

# MED-1

## UHF RADIO CHANNEL

### ASSIGNMENTS

PRIMARY  
SECONDARY } MED 1-7  
TERTIARY  
ITINERANT - MED 8





All base station and field units shall meet or exceed EIA (Electronic Industries) radio and IRAC (Inter Departmental Radio Advisory Committee) Bio Medical telemetry standards.

BASE STATION EQUIPMENT (Minimum Requirements)

1. Channels: 463 MHz Transmit: One transmitter with four channels selectable.  
  
468 MHz Receive: Four channel simultaneous capability, within Region 2 and in the Illinois portion of a 40 mile radius circle, which has its center located at the St. Louis arch; and two channel simultaneous, outside these two areas. One of these simultaneous channels shall be MED 8 the statewide itinerant channel.  
  
463 MHz Receive: All transmitter sites may have 463 MHz receiver/s<sup>7</sup> which may be momentarily monitored on the channel to be transmitted on for at least 2 seconds prior to each transmission. Design and configuration is optional providing all remote control points can control or listen to all four channels (not simultaneously) on command. Receivers shall have 2uV sensitivity or less using the same or equivalent antenna as the transmitter. Receiver output can be displayed as a busy light or the audio can be listened to.
2. CTCSS Tones: All 468 MHz receive channels shall be equipped with the same tone as is used by the local MERCI Net Station on VHF. The MED 8 receive channel shall also be equipped with the statewide All Call Tone, 210.7 Hz. Base station transmit encode is not recommended.
3. ERP ERP (Effective Radiated Power) and Antenna Height are to be approved by the FCC, IDPH, and the areawide planning committees.
4. Mode of Operation: Duplex<sup>11</sup> operation is required. Multiplex<sup>12</sup> is optional, but not recommended. Multiplex stations shall be capable of demodulating non Multiplexed signals.
5. Repeater Operation: No fixed location repeater operation is allowed on MED 1 through 7 frequencies. MED 8 may have a manually controlled repeat function which shall only be used for short duration equipment tests.

HOSPITAL CONSOLE EQUIPMENT (Minimum Requirements)<sup>13</sup>

1. Controls Frequency controls shall be labeled with their proper MED 1 through MED 8 channel designations. It is recommended that any controls which are not required for the intended medical mission be omitted or made non-accessible to operators, that speakers have an audible output when operator volume control is set to minimum position, and that automatic functions be incorporated to minimize the need for operator intervention. All equipment should be designed considering human factors as paramount.
2. Demodulator: The ECG demodulator shall meet IRAC standards.
3. Tape Recorder: A tape recorder is recommended and if provided, it shall be capable of recording both sides of the conversation including voice and ECG communications from both radio and telephone. Preferred operation is either automatic start by receive tone decode or carrier detect, continuous run and then manual intervention required for shut off; or complete automatic start and stop.
4. Paramedic Phone: A directly<sup>8</sup> connected telephone for voice and ECG input to the display and recording equipment. This shall be an unlisted dial (Not through a hospital switchboard) line for incoming calls only.
5. Display: An oscilloscope<sup>9</sup> and strip chart recorder for visual display of ECG communications. NOTE: Simultaneous demodulation and display of ECG signals from simultaneous receivers is not required. Preferred operations is automatic start and stop controlled by ECG subcarrier.
6. Audio Outputs: Equipment shall be designed to provide simultaneous monitoring of MED 8 and the channels in use.

FIELD PORTABLE UNITS

(Requirements for 2.5 watts ERP or More - Recommended for 1 to 2.5 watts)

1. Channels: 468MHz Transmit: Eight channel capability, with MED 1 through MED 8 tuning elements installed. Units shall not transmit on 463 MHz frequencies.  
463MHz Receive: Eight channel capability with MED 1 through MED 8 installed.

NOTE: For possible future expansion, 10 or more channel capability is suggested but not required.



2. CTCSS TONES: Transmit: Eight frequency tone encode capacity is recommended with one local and all Call 210.7 Hz as a minimum. A separate switch for tone selection is required. Receive: Tone decode not recommended.
3. Mode of Operation: Half duplex<sup>11</sup> operation is recommended. Multiplex<sup>12</sup> is optional, but not recommended.
4. Telephone Coupler: A telephone coupler shall be provided as either a part of or externally connectable to the unit. 150 foot patient to telephone cord is recommended.
5. ECG Modulator: An ECG modulator shall be provided as part of or as an external mate to the radio. Connection to the radio can be by wire or acoustic means. IRAC standards set the center frequency of 1400 Hz for the ECG modulator sub-carrier.
6. ERP
 

For EMS voice/telemetry channels, Effective Radiated Power (ERP) for mobile and field units shall be limited as follows:

  - A. 30 watts maximum within Cook and DuPage counties and all areas within 10 miles of these two counties.
  - B. 30 watts maximum in the Illinois portion of a 25 mile radius circle, which has its center located at the St. Louis Arch.
  - C. 110 watts maximum for the remaining area of the state.
  - D. Portables are limited to 20 watts when operated at antenna heights of more than 30 feet above average terrain. Telephone not radio should be used where possible, especially when the patient is in a tall building.

#### VEHICULAR MOUNTED UNITS

1. General: These radios shall meet all the requirements for the 2.5 watt or more Field Portable Unit except No. 4.
2. Long Range: For long range operation it is recommended that the vehicular radio contain a 458 MHz receiver and a 468 MHz repeater<sup>6</sup> function allowing 1 watt tone coded portable transmissions to be repeated directly to a base station receiver<sup>5</sup>.

#### LOW POWER PORTABLE (1 Watt or Less)

1. CHANNELS 468MHz Transmit: Those Low Power Portables which are intended to transmit directly to UHF base stations shall have at least four channels with tuning elements installed. Tuning elements are to be installed according to those channels assigned to Radio District the portable is to be used with.



458MHz Transmit:

A. Those low power portables which work only into a single vehicle mounted repeater need only one frequency and one tone encode, this one channel configuration, however, requires special electronic arrangements in the vehicle mounted multi channel repeater and therefore four channel is recommended.

B. Suggested configuration for optional multi channel units working into a vehicle mounted repeater is shown below:

8 or 10 Channel Portables

CH	Transmit	Receive	Frequencies	
	Frequencies	Repeat	Direct	
1	458.025	468.000	or	463.000
2	458.050	468.025	or	463.025
3	458.075	468.050	or	463.050
4	458.100	468.075	or	463.075
5	458.025	468.100	or	463.100
6	458.050	468.125	or	463.125
7	458.075	468.150	or	463.150
8	458.100	468.175	or	463.175
9	458.025	467.950	or	462.950
10	458.075	467.975	or	462.975

Alternate Configurations

OR CH	Transmit Frequencies	Receive Frequencies	
		467/8MHz Repeat	462/3MHz Direct
1.	458.025	Primary	
2.	458.050	Secondary	
3.	458.075	Tertiary	
4.	458.100	468.175	
5.	458.025		Primary
6.	458.050		Secondary
7.	458.075		Tertiary
8.	458.100		463.175
9.	458.025	467.975	
10.	458.075		462.975

Channels 1 through 4 or 5 through 8 of the second table above shows how a four channel portable could be configured. Using these tables many combinations can be worked out.

- 
2. CTCSS Tones: Transmit: Multi channel units should have a minimum two tone encode (additional tone positions recommended). Examples: 1 position for talk into mobile repeater and another for direct to base station; or 1 position for local system requirements and 1 position for the statewide all call. Single channel radios working into vehicle mounted or portable repeaters need only one tone.
- Receive: tone decode not recommended.
3. Power Output: Limited to 1 watt.
4. General Note: A simple vehicle mounted repeater system could include a one to four channel standard UHF (Non Medical) portable radio with one tone encode using an external modulator and acoustic coupler for ECG transmissions.
- 

1. According to service channel limitation number 4, page 13-7a of The Communications Manual and Rule Book for MERCI.
2. For precise boundaries of each district contact your EMS Communications Agent or the EMS Communications Coordinator in Springfield (217-785-2080).
3. All new systems are required to be equipped with and operate according to these assignments and rules. Older systems should be converted to these channels by July 1, 1977.
4. Secondary, tertiary and itinerant channels shall not be assigned to geographic areas within a radio district to be used as a local primary channel.
5. The return signal from the base station may be direct to the portable (463MHz) or repeated through a vehicle mounted or portable repeater (468MHz) as the system design may dictate.
6. Repeaters mounted in a vehicle are the only type allowed except for low wattage portable repeaters which are operated from not higher than 30 feet off the ground.
7. 4 individual receivers or one tone or local controlled receiver which is automatically switched to transmit frequency is acceptable.

8. Required telephone couplers shall be used.

9. Oscilloscope is optional.

10. Advance life support vehicles are to be equipped with both VHF and UHF MERCI radios, therefore preliminary call ups can be made on VHF Channels (155.340, 155.160, or 155.400 MHz).

11. CHANNEL, DUPLEX - A channel that provides simultaneous transmission paths in both directions.

CHANNEL, HALF-DUPLEX - A channel that transmits and receives signals, but in only one direction at a time.

CHANNEL, SIMPLEX - A channel that transmits in one direction only.

12. MULTIPLEX - To interleave or simultaneously transmit two or more messages on a single channel.

13. The use of portable monitor radio control devices which allow a physician to talk to a paramedic via a radio phone patch is not recommended. Physician direction according to MIC guidelines is to emit from the emergency department of an approved resource or associate hospital where a qualified physician shall be on duty at all times. The addition of this mode of operation may cause radio and liability problems.



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Section VII. Training and Certification of Advanced EMT/Paramedic

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Prerequisite for taking course:

- A. Successful completion of 81-hour Dunlop course, or its equivalent, and pass the examination prescribed by the Illinois Department of Public Health, Division of Emergency Medical Services. Equivalent are:
  1. Completion of a Department of Transportation approved course of instruction in Emergency Medical Services procedures. This would include the following courses:
    - a. American College of Orthopedic Surgeons
    - b. Brady
    - c. Med-Com
    - d. American College of Surgeons
  2. Military Medics who show evidence of successful completion of 16 weeks training in First Aid and Emergency procedures plus proof of a class in Auto Extrication.
- B. Licensed Practical Nurse or Registered Professional Nurse with at least 1 year experience in Emergency or Critical Care Nursing, documentation of field experience on an ambulance service, and a class in auto extrication. (May challenge State certification examination with documentation from project medical coordinator that nurse is well versed in arrhythmia identification and treatment and has knowledge in use of all M.I.C.U. equipment).

C. Successful completion of Advanced EMT/Paramedic program following state guidelines:

1. Utilize the curriculum as approved by the Illinois Department of Public Health, Division of Emergency Medical Services. (120 hour course mandatory minimum; may utilize D.O.T. National Curriculum modules.)
2. Class size not to exceed more than 35 persons.
3. All applicant names, addresses, EMT-I national or state number and proof of employment or sponsorship, with intent to hire, by an I.D.P.H. approved M.I.C. service; must be submitted to I.D.P.H. along with evidence of successful completion of Advanced EMT/Paramedic Course one month prior to the State Certification by the project medical coordinator.
4. Successful completion of written test administered by Illinois Department of Public Health.
5. Supervised field experience as prescribed by Illinois Department of Public Health, Division of Emergency Medical Services, for total certification under the law. Submission of documentation of field experience during these 3 months; submitted to M.I.C.U. Program Coordinator every two weeks. (See attached exhibits)  
  
This experience is to be at least 3 months of supervised critical care ambulance service. Supervision of the field experience is by  
(a) a physician with critical care knowledge and experience on an ambulance vehicle, (b) an RN well versed in arrhythmia

identification and experience on an ambulance vehicle, or (c) a certified Advanced EMT/Paramedic with one year experience. (Extraordinary circumstances will be considered for possible use of five certifying runs).

- D. Each individual Advanced EMT/Paramedic must be recommended by the Project Medical Coordinator for full State certification.

I have evaluated \_\_\_\_\_'s performance as a provisionally certified paramedic for a period of \_\_\_\_\_ months. I am satisfied that he/she is capable of performing the necessary skills to function as a paramedic and recommend full certification. I assure that he/she is functioning as ambulance personnel in the \_\_\_\_\_ Hospital M.I.C.U. System.

\_\_\_\_\_  
Project Medical Coordinator

- E. Each Advanced EMT/Paramedic must be certified by the Illinois Department of Public Health, at which time an official certificate will be forwarded.



## STATE CERTIFICATION EXAMINATION

1. Persons eligible to sit for the certification examination must be (a) employed by or sponsored with intent to hire, by an IDPH approved MIC unit, (b) show successful completion of IDPH approved Advanced program and be recommended by the project medical director and (c) State certified EMT-I.
2. The examination consists of 160 multiple choice questions in the following three sections:

- 1 - 1 - General Knowledge
- 2 - CPR & Electrophysiology
- 3 - Arrhythmia identification and treatment

3. Once notified of successful completion of State Certification examination may qualify to start supervised field experience.

If unsuccessful at State examination, must take 20 hour refresher course to retake sections failed. Supervised field experience must not start until after successful completion of State examination.

Second failure of examination, candidate must retake the complete course.

Section VIII: Continuing Education, Recertification, Inactive Status and  
Reciprocity

A. Continuing Education

1. Utilize continuing education course as approved by the Illinois Department of Public Health.
2. Course will be given annually.
3. Any new procedures, equipment or drugs to be utilized will require class instruction before implementation.

B. Recertification

1. Detailed plan must be submitted by project medical director at time of program development as to how he anticipates skills will be maintained.

Illinois Department of Public Health required minimal practical skills:

quality of total patient assessment skills

level of quality in performing skills

overall performance in the field

techniques of radio communications

2. Must be functioning as an active mobile intensive care personnel
3. Minimum of 40 hours each year - each M.I.C. program may expand upon this minimal standard as it deems appropriate and will inform Illinois Department of Public Health:  
DIDACTIC - 16 hours a year approved by project medical coordinator and under direct supervision of the resource hospital.

CLINICAL - 24 hours a year under supervision of the resource, associate and participating hospital in clinical areas, i.e. E.D., I.C.U., C.C.C., etc.

4. a written and a practical examination must be held twice annually by approved programs with results to Illinois Department of Public Health. (Example: to be recertified in January, would need to hold written and practical between June and December of previous year. For June recertification, hold written and practical between January and June of that year).

I certify that the following personnel are actively engaged in the Mobile Intensive Care Program sponsored by \_\_\_\_\_

Hospital

and that all requirements for continuing education have been fulfilled. I further certify that he/she has maintained proficiency in all required clinical skills and recommend their recertification as an Advanced EMT-II Paramedic and accept their continued participation in the M.I.C.U. Program.

\_\_\_\_\_  
Project Medical Coordinator

The following is the specific documentation regarding the number of didactic and clinical hours of continuing education.

5. if an Advanced EMT-II Paramedic is not recertified every two (2) years he will be designated an an Inactive EMT-II Paramedic.



The wallet card must be returned to I.D.P.H. for placement in an inactive certified status. Upon receipt, an inactive Advanced EMT-II Paramedic Card will be forwarded to be used for the interim period while the EMT-II Paramedic is on inactive status.

If the procedure for inactive status is not followed to the letter as outlined below I.D.P.H. will not recertify to an active status.

C. Inactive Status

An Advanced EMT-II Paramedic may go on inactive status due to circumstances that prohibit him from functioning for a length of up to two(2) years in the field as a Mobile Intensive Care Personnel.

The wallet card must be returned to I.D.P.H. for placement in an active certified status. Upon receipt, an inactive Advanced EMT-II Paramedic Card will be forwarded to be used for the interim period while the EMT-II Paramedic is on inactive status.

The paramedic will be required to participate in the continuing education program.

Reinstatement to active certified status requires (a) participation in a didactic review (b) period of field internship, both to be established by the MIC Project Medical Director and submitted to I.D.P.H. for review.

Upon documentation by the project medical director that the inactive paramedic has returned to his prior skill and knowledge level, the paramedic will be recognized as fully certified and his name added to the active certified file maintained by I.D.P.H. A new wallet card will be issued at this time by I.D.P.H.

After the one month period, the applicant's name, address, EMT number and affiliation may be submitted to I.D.P.H. for full certification upon the recommendation of the responsible project medical coordinator.

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D. Reciprocity of Advanced EMT/Paramedic

An Advanced EMT/Paramedic from another state who wishes to apply for Illinois certification must submit the following:

1. copy of the curriculum he was taught
2. copy of his certification
3. a letter from the project director or authorized person from the system in which he was employed to the Illinois project medical director where he seeks employment.

The above information (curriculum, certificate and letter) will be forwarded with a letter stating the Illinois project medical director requests that the applicant be allowed to take the State Certification Examination and that the applicant is working for an approved MICU.

Upon successful completion of the State Certification examination, the applicant will be recognized as "provisionally certified" and must complete a minimum of one month paramedic field internship. The provisionally certified paramedic is to be evaluated for quality of patient assessment and history, skills performed and overall performance during this period.



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Section IX. Records and Data Collection

Accurate data must be available to evaluate the program. An evaluation and data collection booklet is available through the Department of Public Health.

1. M.I.C.U. report forms must be used on each run.
2. Submit a 6-month and 12-month status report the first year; then an annual report thereafter to the Illinois Department of Public Health, Division of Emergency Medical Services, on operation of the program.
3. Describe how data will be collected - i.e. - data forms, log book, chart review, etc.

Section X Public Information

This requires a narrative describing the plans by which the community will be informed of the M.I.C.U. program and the plans describing by what means the community will be kept informed. Any indices of acceptance of the program by the community needs to be included.

## APPENDIX A



**REQUIRED EQUIPMENT**

Required Equipment

## Required:

Minimum  
Qty

1. Portable suction apparatus, with wide-bore tubing and rigid pharyngeal suction tip. May be battery or electrically powered. Laerdal or equivalent. 1
2. Bag-mask ventilation unit, hand-operated, with adult-, child- and infant size masks. Clear masks are preferable. Valves must operate in cold weather, and unit must be capable of use with oxygen supply. 1
3. Oropharyngeal airways, adult, child, and infant sizes. 2 each
4. Mouth-to-mouth artificial ventilation airways, for adults, and children. Commonly referred to as "S" tubes, Resusci-Tubes, etc. (May be combined with Item 3 above). 2 each
5. Portable oxygen equipment (Marion Valve or Equal) with adequate tubing and semi-open, valveless transparent masks in adult, child, and infant sizes. (Plus 1 extra D or E cylinder). 1
6. Mouth gags, either commercial or made of three tongue blades taped together and padded. 3
7. Sterile solutions, preferably in plastic bags, for wetting dressings, flushing chemicals, etc. 500 CC's NOT FOR INTRAVENOUS USE. 6

	<u>Minimum Qty</u>
8. Universal dressings, approximately 10 inches by 36 inches, compactly folded and packaged in convenient size.	12
9. Sterile gauze pads, 4" by 4".	200
10. Bandages, soft roller, self-adhering-type, 6" x 5 yards.	24
11. Aluminum foil, roll, 18" x 25', sterilized and wrapped.	1
12. Adhesive tape, 3" wide.	2
13. Burn sheets, sterile.	2
14. Traction splint, lower extremity, hinged half-ring with commercial limb-support slings, padded ankle hitch, and traction strap. (Hare Traction Splint or Pulsion Traction Splint).	1
15. Padded boards, 4 1/2 feet long by 3 inches wide. Padded boards, 3 feet long, of material comparable to 4-ply wood for coaptation splinting of leg or thigh.	2 ea.
16. Padded wooden splints, 15" x 3", for fractures of the forearm. (By local option, similar splints of cardboard, plastic, wire-ladder, or canvas slotted lace-on may be carried in place of the above 36" and 15" boards).	2
17. Inflatable splints, uncomplicated, in addition to Item 16, or as substitute for the short boards. Arm and leg.	2 kits
18. Spine boards, short and long, with accessories.	1 ea.



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	<u>Minimum Qty</u>
19. Triangular bandages.	24 ea.
20. Safety pins, large size.	24 ea.
21. Shears, for bandages. Double-action or 7½" scissors.	1 pr.
22. Obstetrical kit, sterile. Pre-packaged with instruments.	1
23. Poison Kit.	1
24. Blood Pressure cuff, and stethoscope <u>pocket</u> <u>type</u> .	2 ea.
25. Cot, ambulance, multi-level, with pad.	1
26. Stretcher chair with straps (Ferno-Washington Model 107c or equivalent).	1

**RECOMMENDED EQUIPMENT**

### 3.15.3 EMERGENCY ACCESS EQUIPMENT FOR AMBULANCE USE.      Recommended:

	<u>Required Qty</u>
1. Wrench, 12" with adjustable open end.	1
2. Screw driver, 12" with regular blade.	1
3. Screw driver, 12" Phillips type.	1
4. Hacksaw, with 12 wire (carbide) blades.	1
5. Pliers, 10" vise-grip.	1
6. Hammer, 5-pound, with 15" handle.	1
7. Pry axe, with extendable handle	1
8. Wrecking bar, 24". (Bar and two preceding items can either be separate or combined as a forcible entry tool).	1
9. Crowbar, 51" with pinch point.	1
10. Bolt cutter, 36" with 9/16" jaw opening.	
11. Porta-power set	1
a. Hydraulic pump, with hoses, 4-ton capacity	2
b. Spreader (3/4" to 11" capability)	
c. Wedge (3/8" to 3 1/4" capability)	
12. Shovel, folding type (i.e. military 'E' tool)	1
13. Double-action tin snip, minimum 8".	1
14. Manila ropes, each 50' long x 3/4" diameter. (optional nylon 50' x 1/2" diameter).	2
15. Small tool box for hand tools (optional)	1



APPENDIX B  
SAMPLE DRUG LIST

Sample list - these specific drugs are not required but only recommended. All drugs to be utilized will be at the discretion of the project medical coordinator.

1. Aminophylline
2. Analgesic, such as: Talwin, Morphine Sulfate
3. Aramine (Metaraminol)
4. Calcium Chloride
5. Decadron
6. Dextrose 50%
7. Digitalis preparation: such as:
  - Lanatoside C (Cedelanid)
  - Ouabain
  - Lanoxin
8. Diuretic - fast acting: such as: Lasix
9. Epinephrine (Adrenalin)
10. Isoproterenol (Isuprel)
11. Levophed
12. Malline (Nalorphine)
13. Narcan
14. Nitroglycerin
15. Procainamide (Pronestyl)
16. Sodium Amytal
17. Sodium Bicarbonate
18. Syrup of ipecac
19. Trimethobenzamide (Tigan)

20. Xylocaine (Lidocaine)

21. Valium (Diazepam)

Sterile Intravenous Solutions with:

I.V. administration sets (microdrop and macrodrop)

1. 5% Dextrose in Water
2. Ringers Lactate
3. 0.9% (Physiologic) Saline



APPENDIX C  
ASSOCIATE HOSPITAL PROPOSAL DEVELOPMENT

PREFACE: Identify MERCI Net and M.I.C.U. Resource Hospitals. The other criteria is the same as that explained in the preface. In the Conflict Mediating Board at the Associate Hospital, the project director and medical coordinator of the M.I.C.U. Resource Hospital must be added.

- I. Submit cover letters of approval from (a) Areawide EMS planning committee and (b) M.I.C.U. Resource Hospital. These letters will indicate that the proposal from the project hospital has been reviewed and meets all the requirements of the Illinois Department of Public Health for an Associate Hospital.  
If the proposed project expands the service area and overlaps into the jurisdiction of other areawide EMS committees, then letters of approval need to be submitted by each.
- II. Submit a map of service area. If the service area is expanded and additional hospitals will be "participating", their locations need to be included on the map, plus ambulance locations.
- III. If the addition of the Associate Hospital adds any new "Participating" hospitals and/or communities, letters of commitment are needed from the highest elected official of each new community and from the hospital administrator from each new "participating" hospital.
- IV. If any new ambulance services are added, then a narrative, as described in the body of the guidelines, must be submitted. The narrative should also include the protocol for Associates answering calls and their role and relationship to the M.I.C.U. Resource Hospital.

- V. Written commitments from the hospital, medical, and nursing staff of the Associate Hospital are required. These letters are to demonstrate that each area supports the program. The hospital administrator must assure 24-hour, well-trained physician covering in the emergency department.

The content of the letter from the project medical coordinator and consultant cardiologist (if applicable) is to contain the information that is required in the body of these guidelines under this section. However, a copy of the M.I.C.U. drug and equipment list need not be submitted.

- VI. The communications section will be quite conclusive in the M.I.C.U. Resource Hospital's proposal. The Associate Hospital is to describe its equipment, including phone, recorders, and the lines as required. Include any access numbers of services that are added and plans for a "911" System.

Describe how hospital-to-hospital communications will be handled if new "participating" hospitals are added.

Sections C, D, and E of Part VI in the body of the guidelines must also be included.

- VII. Describe the role of the Associate Hospital in providing clinical  
&  
VIII. experience, supervised field experience, and continuing education for Advanced E.M.T.'s. If the Associate Hospital is to be responsible for the continuing education program, then the curriculum and number of hours per year must be submitted in the proposal.



- IX. Data that is required will be the same as described in Part IX of the body, with the exception of the status reports. The data is to be kept by the Associate Hospital but submitted to the M.I.C.U. Resource Hospital which will include the data in its status report.
- X. Same information will be required as to public information.

**APPENDIX D**  
**PARAMEDIC COURSE CURRICULUM**

## COURSE CURRICULUM FOR THE

## EMT-PARAMEDIC

(REVISED EDITION)

The following people prepared the original document: David R. Boyd, M.D.C.M., Teresa Romano, R.N., B.S.N., Eileen Mulqueeny, R.N., M.S., Sharon Sparacino, R.N., Carole Pranske Swinehart, R.N., B.S.N. and Stephen M. Hessel, M.D.



TRAINING COURSE FOR ADVANCED EMERGENCY MEDICAL TECHNICIANSDEVELOPED BY THE DIVISION OF EMERGENCY MEDICAL SERVICES AND HIGHWAY SAFETY**RATIONALE**

As result of the successful development and implementation of a Statewide Network of Trauma Centers, Illinois has now embarked on the development and initiation of a Total Emergency Medical Service System. Consequently as we now plan to expand the existing system to include most medical emergencies it is essential that we provide advanced training for the certified E.M.T.-A.'s.

This curriculum was developed specifically for the purpose of preparing mobile intensive care personnel. It is understood the persons accepted for this course be certified E.M.T.-A.'s and be proficient in the basic material taught in the 81-hour Dunlap Course.

INDEX

COURSE OUTLINE.....	PAGES 55 - 56
COURSE OBJECTIVES.....	PAGES 56 - 63
CURRICULUM.....	PAGES 64 - 69
INSTRUCTORS BIBLIOGRAPHY.....	PAGES 70 - 71
EVALUATION.....	PAGE 72
PROPOSED COURSE FACULTY.....	PAGES 72 - 73

**PRE-REQUISITE**

All Students of this course must be state-recognized E.M.T.-A.'s.

**COURSE OUTLINE**

- I INTRODUCTION**
- II ANATOMY AND BASIC PHYSIOLOGY**
- III TERMINOLOGY**
- IV COMPLETE REVIEW OF CARDIO-PULMONARY RESUSCITATION TECHNIQUES**
- V MYOCARDIAL INFARCTION**
- VI INTRAVENOUS FLUID ADMINISTRATION**
  - A. Indications
  - B. Fluid Choice
  - C. Proper Administration
  - D. Complete Three Successful Attempts at Initiating Fluid Therapy
- VII NORMAL AND ABNORMAL EKG's**
  - A. Basic Arrhythmia Recognition with emphasis on Life-threatening Arrhythmias
  - B. Treatment of Arrhythmias (including the pacemaker)
- VIII EQUIPMENT**
  - A. Defibrillator and Monitor
  - B. Telemetry Equipment and Use
  - C. Oxygen Equipment
    - 1. Portable
    - 2. Stationary
  - D. Suction Equipment
  - E. Ventilation Equipment
- IX MEDICAL EMERGENCIES**
  - A. Congestive Heart Failure
  - B. Complications of Diabetes
  - C. Chronic Obstructive Pulmonary Disease
  - D. Drug Overdose
  - E. Seizures



## X SURGICAL EMERGENCIES

- A. Head Injuries
- B. Spinal Cord Injuries
- C. Types of Shock
- D. Peripheral Vascular Injuries
- E. Abdominal Injuries
- F. Chest Injuries
- G. Facial and Neck Injuries
- H. Burns

## XI EMERGENCY DRUGS AND PROPER ADMINISTRATION

- A. Atropine
- B. Calcium Chloride
- C. Epinephrine
- D. Isuprel
- E. Lidocaine
- F. Sodium Bicarbonate
- G. 50% Glucose Solution
- H. Analgesics: Opiates
- I. Valium

## XII RECORD KEEPING

## XIII DATA COLLECTION

COURSE OBJECTIVES

At the completion of the course the student must be able to demonstrate the following behaviors:

I. INTRODUCTION

1. Relate or describe his new specialized role in administering initial care to the patient with a cardiac emergency. This includes the following:

- 1.1 Venipuncture
- 1.2 Administration of Cardiac Drugs
- 1.3 Defibrillation
- 1.4 Airway Management

2. Explain the legal aspects of his new role.

## II ANATOMY AND PHYSIOLOGY

1. Label the major anatomical structures of the heart and respiratory systems and their functions.
  - 1.1 Four compartments of the heart
  - 1.2 Superior and inferior vena cava
  - 1.3 Valves of the heart
  - 1.4 Pulmonary arteries and veins
  - 1.5 Respiratory structures
  - 1.6 Aorta
  - 1.7 Coronary Arteries
  - 1.8 Relationship of heart and lungs
2. Describe the normal circulatory system of the body (i.e. arterial, capillary and venous flow and location of main arteries).
3. Understand the electrophysiology of the heart so that he can;
  - 3.1 Label the major conductive pathways of the heart
  - 3.2 Define depolarization and repolarization
  - 3.3 Recognize the relationship of the EKG pattern and the electrophysiology of the heart
    - 3.31 The p wave representing atrial depolarization
    - 3.32 The pr interval representing the time period from the beginning of atrial depolarization to the beginning of ventricular depolarization
    - 3.33 The qrs wave representing ventricular depolarization
    - 3.34 The T wave representing ventricular repolarization
  - 3.4 Recognize the normal EKG pattern on the monitor scope and on an EKG strip.

## TERMINOLOGY

The student should be able to define and be familiar with terminology which should include but is not limited to the following:

- |                          |                             |
|--------------------------|-----------------------------|
| 1. Defibrillation        | 6. Acidosis                 |
| 2. Bradycardia           | 7. Alkalosis                |
| 3. Tachycardia           | 8. Cardiogenic shock        |
| 4. Asystole              | 9. Congestive Heart Failure |
| 5. Myocardial Infarction | 10. Pulmonary edema         |

- |                              |  |
|------------------------------|--|
| 11. Ventricular fibrillation | 29. Artifact                                 |
| 12. Arrhythmia               | 30. Thrombus                                 |
| 13. Bundle Branch Block      | 31. Embolism                                 |
| 14. A.V. Heart Block         | 32. Rotating tourniquets                     |
| 15. Paroxysmal               | 33. Laryngoscope                             |
| 16. Mobitz Blocks            | 34. Oropharyngeal                            |
| 17. Premature                | 35. Endotracheal tube                        |
| 18. Pacemaker                | 36. Venipuncture                             |
| 19. Flutter                  | 37. Ischemia                                 |
| 20. Electrodes               | 38. Angina                                   |
| 21. Leads                    | 39. Edema                                    |
| 22. Cables                   | 40. Hypoglycemia                             |
| 23. Cardiac Output           | 41. Hyperglycemia                            |
| 24. Cardioversion            | 42. Chronic obstructive<br>pulmonary disease |
| 25. Etiology                 | 43. Supraventricular tachycardia             |
| 26. Diuretic                 | 44. Inotropic                                |
| 27. Hypertension             | 45. Chronotropic                             |
| 28. Hypotension              | 46. Cyanosis                                 |

IV Review of Cardiopulmonary Resuscitation Techniques after viewing such audio/visual media as Prescription for Life and observing demonstrations of cardiopulmonary resuscitation, the student must be able to:

1. Perform a return demonstration of cardiopulmonary resuscitation, initiating these procedures independently or as a member of a two man team
2. Demonstrate proper positioning of defibrillator paddles and safe defibrillating technique

V MYOCARDIAL INFARCTION

The student should have the ability

1. Describe what a myocardial infarction is, and how it differs from ischemia or angina
2. Relate common clinical symptoms appearing during and after a myocardial infarction

VI INTRAVENOUS FLUID ADMINISTRATION

The student must be able to:



1. Describe the importance of maintaining a fluid and electrolyte balance and the signs and symptoms of various types of imbalance
2. List the types of clinical situations when venipuncture is indicated
3. Relate indications for use of specific intravenous fluids
4. Indicate the rate of administration of intravenous fluids in accordance with the patient's condition
5. Give three successful return demonstrations of proper venipuncture technique. Skills include:
  - 5.1 Setting up intravenous solution and administration sets
  - 5.2 Selection of appropriate venipuncture equipment
  - 5.3 Selection of appropriate venipuncture site
  - 5.4 Demonstration of adequate skin preparation
  - 5.5 Proper application of tourniquet
  - 5.6 Proper venipuncture technique
  - 5.7 Proper stabilization of venipuncture equipment
  - 5.8 Recognition of signs and symptoms of venipuncture malfunction

## VII NORMAL AND ABNORMAL EKG's

The student must demonstrate his ability to:

1. Recognize the arrhythmias and EKG patterns on a monitor scope and EKG write-off strip
  - 1.1 Sinus arrhythmia
  - 1.2 Sinus tachycardia
  - 1.3 Sinus bradycardia
  - 1.4 Sinus arrest
  - 1.5 Paroxysmal atrial tachycardia
  - 1.6 Premature atrial contraction
  - 1.7 Atrial flutter
  - 1.8 Atrial fibrillation

- 1.9 A.V. Heart Block
    - 1.91 First Degree
    - 1.92 Second Degree
    - 1.921 Wenckebach or Mobitz I
    - 1.922 Mobitz II
    - 1.93 Third Degree or Complete Heart Block
  - 1.01 Junctional rhythms
  - 1.02 Bundle Branch Block
  - 1.03 Aberrancy
  - 1.04 Premature ventricular contraction
  - 1.05 Ventricular tachycardia
  - 1.06 Ventricular fibrillation
  - 1.07 Ventricular arrest or standstill
  - 1.08 Electrical mechanical dissociation of heart
2. Identify the pre-lethal and death producing arrhythmias and their treatments
    - 2.1 Premature ventricular contractions
    - 2.2 Ventricular tachycardia
    - 2.3 Ventricular fibrillation
    - 2.4 Ventricular standstill
    - 2.5 Brady-Arrhythmia

#### VIII EQUIPMENT

Each student should be able to describe the mechanical functioning and demonstrate the proper utilization and relate the electrical hazards of the following:

1. Defibrillator
2. Monitor
3. Telemetry equipment
4. Oxygen equipment
  - 4.1 Portable
  - 4.2 Stationary
5. Suctioning equipment
6. Airway equipment
7. Ventilators
8. Bag-Mask apparatus

#### IX MEDICAL EMERGENCIES

The student must be able to:

1. Recognize overt signs of acute congestive heart failure and relate the reasons for these symptoms to the pathophysiology of this condition.
2. Recognize the signs and symptoms of hypoglycemia and hyperglycemia.

3. Demonstrate the ability to position a patient to maintain a patent airway and to choose an appropriate means of ventilatory assistance
4. Recognize overt signs and the incidence of drug overdose and the risk of respiratory distress and hypotension
5. Recognize and describe seizures and appropriate supportive therapy

X

SURGICAL EMERGENCIES

The student must be able to:

1. Describe types of head injuries, their signs, symptoms, and management
  - 1.1 Anatomy and physiology of the brain
  - 1.2 Variations in levels of consciousness, i.e., alert, lethargic, stuporous, comatose
  - 1.3 Types of head injuries
  - 1.4 Effects and results of head injuries
  - 1.5 General management of head injuries including airway, vital signs, n.p.o., I.V. infusions, associated injuries, and withholding sedation
2. Describe types of spinal cord injuries, their signs, symptoms, and management
  - 2.1 Anatomy and physiology of the spinal cord
  - 2.2 Types of cord injuries
  - 2.3 Signs and symptoms of spinal cord injuries
  - 2.4 Management of spinal cord injuries
3. Describe the different types of shock, their causes, signs and symptoms, and emergency care to include anaphylaxis
  - 3.1 Hemodynamics of shock
  - 3.2 Major types of shock and their differential diagnosis
  - 3.3 Recognition of signs and symptoms
  - 3.4 Initiation of emergency care
4. Describe the signs and symptoms of peripheral vascular injuries and their initial treatment
  - 4.1 Anatomy and physiology of major vessels
  - 4.2 Recognition of signs and symptoms of pathology
  - 4.3 Initial management of injuries
  - 4.4 Prevention of further trauma to vessels in associated injuries
5. Recognize the signs and symptoms of acute abdominal injuries, differentiating between blunt and penetrating trauma with proper wound care
  - 5.1 Anatomy and physiology of abdominal trauma
  - 5.2 Differentiation of blunt and penetrating trauma
  - 5.3 Recognizing signs and symptoms of abdominal trauma
  - 5.4 Identify initial emergent management
  - 5.5 Proper dressing utilizing appropriate asepsis and recognizing complications of improper techniques



6. Recognize signs and symptoms of acute chest injury
  - 6.1 Anatomy and physiology of the chest cavity
  - 6.2 Differentiation of blunt and penetrating trauma
  - 6.3 Recognizing signs and symptoms of chest trauma
  - 6.4 Identify initial emergent management
  - 6.5 Proper dressing utilizing appropriate asepsis and recognizing complications of improper techniques
7. Describe various types and degrees of facial and neck trauma
  - 7.1 Anatomy and physiology of facial and neck structures
  - 7.2 General management including bleeding and ventilation
  - 7.3 Proper dressing techniques
8. Describe the methods to evaluate severity of burns and appropriate initial therapy
  - 8.1 Surface area
  - 8.2 Depth
  - 8.3 Age
  - 8.4 Initial Therapy
    - a. Airway
    - b. I.V. fluids
    - c. Wound care

## XI EMERGENCY DRUGS AND PROPER ADMINISTRATION

Each student must be able to:

1. Describe the actions, usage and proper administration of the following drugs:
  - 1.1 Lidocaine (Xylocaine)
  - 1.2 Isuprel (Isoproterenol)
  - 1.3 Atropine
  - 1.4 Sodium Bicarbonate
  - 1.5 Calcium Chloride
  - 1.6 Adrenalin (Epinephrine)
  - 1.7 Dextrose 50%
  - 1.8 Analgesics: Opiates
  - 1.9 Valium
2. List and describe specific drugs and treatments indicated in the following clinical situations
  - 2.1 Sinus arrhythmia
  - 2.2 Sinus tachycardia
  - 2.3 Sinus bradycardia
  - 2.4 Sinus arrest
  - 2.5 Paroxysmal atrial tachycardia
  - 2.6 Premature atrial contraction
  - 2.7 Atrial flutter
  - 2.8 Atrial fibrillation
  - 2.9 A.V. Heart Block
    - 2.91 First Degree
    - 2.92 Second Degree
      - 2.921 Wenckebach or Mobitz I
      - 2.922 Mobitz II
    - 2.93 Complete Heart Block

- 2.10 Junctional rhythms
- 2.11 Bundle Branch Block
- 2.12 Aberrancy
- 2.13 Ventricular tachycardia
- 2.14 Ventricular fibrillation
- 2.15 Ventricular standstill

## XII RECORD KEEPING

Each student must demonstrate his ability to record pertinent clinical data on a critical care flow sheet, as well as for his interventions.

## XIII DATA COMMUNICATION

1. Age, Sex
2. Chief Complaint
3. Vital Signs
4. E.K.G. Description
5. Pertinent Past Physical History
6. Allergies

## CURRICULUM

(available from Division of Emergency  
Medical Services & Highway Safety,  
Illinois Department of Public Health,  
Springfield, Illinois 62761)



STUDENT BIBLIOGRAPHYBOOKS

Rapid Interpretation of E.K.G.'s

Dale Dubin, M.D.

Comprehensive Cardiac Care  
A Handbook for Nurses and other  
paramedical personnel

Kathleen G. Andreoli, R.N.

Intensive Coronary Care  
A Manual for Nurses

Lawrence Meltzer, M.D.  
Rose Pinneo, R.N., M.S.

Fundamentals of Mobile Coronary Care

Leonard & Beatrice Rose

Emergency Cardiac Care

Robert Huszar

Manual of Medical Therapeutics  
2nd Edition

Condon, Nyhus, et al.

Manual of Surgical Therapeutics  
2nd Edition

Condon, Nyhus, et al.

BOOKLETS

"Introduction to Arrhythmia Recognition"

California Heart Association

Coronary Care Unit Nursing Part I and II  
with Work Sheets

Mountain Press Publishing Company  
287 West Front Street  
Missoula, Montana 59801

ADDITIONAL INSTRUCTORS BIBLIOGRAPHY:ARTICLES

- |                                     |   |
|-------------------------------------|---|
| 1. Heart and Lung                   | American Association of<br>Critical Care Nurses |
| 2. Hazards of Tracheal Suctioning   | G. Jacquette - A.J.N.<br>December 1971          |
| 3. January, February and March 1973 | Copy of R.N. Magazine                           |

AUDIO-VIDEO

1. "E.K.G. - an Electrophysiological Basis for Nursing Intervention"  
by Video Nursing, 2834 Central Street, Evanston, Illinois 60201

BOOKLETS

1. Cardiopulmonary Resuscitation - A Manual for instructors  
by American Heart Association
2. Emergency Measures in Cardiopulmonary Resuscitation - Discussion Guide  
by American Heart Association
3. Training of Ambulance Personnel in Cardiopulmonary Resuscitation  
by American Heart Association

BOOKS

- |                                      |                      |
|--------------------------------------|----------------------|
| 1. Rapid Interpretation of E.K.G.'s  | Dale Dubin, M.D.     |
| 2. Practical Electrocardiography     | Henry Marriott, M.D. |
| 3. Understanding Electrocardiography | Edwin G. Zalis, M.D. |
| 4. Respiratory Care                  | Bendixon et al       |

EVALUATION

A Standard written certification examination will be administered to all students at the completion of the course to qualify them for State certification. It is anticipated that any of the previously described skills will be tested.

It is recommended that brief quizzes be given covering the course content of the previous class to clarify any misconceptions which may prevail before continuing to more advanced material.

It is expected that this not be considered a terminal course but that continuing education with review and supervised practice be carried out in a regular time frame and periodic evaluation of advanced skills be a requirement for continued function as an advanced E.M.T.

PROPOSED COURSE FACULTY:

Interested and Qualified Physicians and Nurses.

It would be beneficial to have a cardiologist available for consultation, if not for actual lecturing.

TOTAL CLASS HOURS

Lecture Hours	Coronary Care	48 hours
Clinical Experience	C.C.U.	24 hours
Clinical Experience	Emergency Room	24 hours
Lecture Hours	Medical and Surgical Emergencies	<u>24 hours</u>
	TOTAL	120 hours



RECOMMENDED CONTINUING EDUCATION UNITS

Four per calendar year or 40 hours which would include E.K.G., Arrhythmia retesting, Pharmacology review, review of clinical skills and discussions of updated treatments.

**APPENDIX E**  
**CONTINUING EDUCATION CURRICULUM**

## CONTINUING EDUCATION COURSE CURRICULUM

FOR THE

EMT-PARAMEDIC

The following people prepared the original document: Teresa L. Romano, R.N., B.S.N., Carole Pranske Swinehart, R.N., B.S.N. and Stephen M. Hessl, M.D.



## INTRODUCTION

The Illinois Department of Public Health (IDPH), as the certifying agency for Mobile Intensive Care Unit (MICU) programs, recognizes the need for maintaining the expertise of the Advanced EMT or "paramedic" and has indicated in its guidelines<sup>1</sup> that certified paramedics must attend a minimum of 40 hours of continuing education each year. The following curriculum is presented as a means of maintaining and enhancing the skills and knowledge acquired from the primary, 120-hour program. The need for continuing education, both in the form of self-assessment and recertification, is recognized in all health professions and the following curriculum should be regarded as a minimum standard from which MICU programs may expand. The course must be attended annually and be given on a regular, ongoing basis (for example, 3 hours per month) with periodic evaluation of skills.

Each certified Advanced EMT must be recertified by the IDPH via written and practical examinations. Evidence of the required hours of continuing education will be a prerequisite for the recertification examinations.

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<sup>1</sup>Illinois Plan for a Statewide Mobile Intensive Care Program: Pre-Hospital Care of the Critically Ill and Injured, November, 1974, p. 18.

INDEX

COURSE OUTLINE.....PAGE 77

CURRICULUM.....PAGES 78 - 80

BIBLIOGRAPHY.....PAGE 81

EVALUATION.....PAGE 82

COURSE OUTLINE

- I. ANATOMY AND BASIC PHYSIOLOGY
- II. REVIEW OF CARDIO-PULMONARY RESUSCITATION TECHNIQUES
- III. INTRAVENOUS FLUID ADMINISTRATION
- IV. ARRHYTHMIA INTERPRETATION AND PROBLEM SOLVING
- V. EQUIPMENT
- VI. MEDICAL EMERGENCIES
  - A. Complications of Diabetes
  - B. Acute Airway Obstruction
  - C. Drug Overdose
  - D. Seizures
  - E. Pulmonary Edema and Congestive Heart Failure
- VII. SURGICAL EMERGENCIES
  - A. Spinal Cord and Head Injuries
  - B. Shock - to include anaphylaxis
  - C. Burns
  - D. Traumatic Injuries
- VIII. EMERGENCY DRUGS AND PROPER ADMINISTRATION
- IX. RECORD KEEPING AND DATA COLLECTION



## CURRICULUM

(available from Division of Emergency  
Medical Services & Highway Safety,  
Illinois Department of Public Health  
Springfield Illinois 62761)

BIBLIOGRAPHYBOOKS

- |  |   |
|--|---|
| Rapid Interpretation of E.K.G.'s   | Dale Dubin, M.D.                                  |
| Comprehensive Cardiac Care<br>A Handbook for Nurses and other<br>Paramedical Personnel | Kathleen G. Andreoli, R.N.                        |
| Intensive Coronary Care<br>A Manual for Nurses   | Lawrence Meltzer, M.D.<br>Rose Pinneo, R.N., M.S. |
| Fundamentals of Mobile Coronary Care   | Leonard & Beatrice Rose                           |
| Emergency Cardiac Care   | Robert Huszar                                     |
| Manual of Medical Therapeutics<br>2nd Edition  | Condon, Nyhus, et al.                             |
| Manual of Surgical Therapeutics<br>2nd Edition   | Condon, Nyhus, et al.                             |

BOOKLETS

- |   |                              |
|---|------------------------------|
| "Introduction to Arrhythmia Recognition"  | California Heart Association |
| Coronary Care Unit Nursing Part I and II<br>with Work Sheets                          |                              |
| Mountain Press Publishing Company<br>287 West Front Street<br>Missoula, Montana 59801 |                              |

TOTAL CLASS HOURS

Lecture		24 hours
Clinical Experience	C.C.U.	8 hours
Clinical Experience	Emergency Department	<u>8 hours</u>
	TOTAL	40 hours

EVALUATION

This is a minimal continuing education course to be offered annually. It is recommended to offer the course in stages of 3 hours per month or some other regular time frame with periodic evaluation of skills.

Each certified Advanced EMT will be recertified by the Illinois Department of Public Health every 2 years via written and practical examination. The total numbers of continuing education hours will be pre-requisites for qualifying for recertification.



APPENDIX F  
ORGANIZATIONAL CHART

(available from Division of Emergency  
Medical Services & Highway Safety,  
Illinois Department of Public Health,  
Springfield, Illinois 62761)

## APPENDIX G

## E.M.S. COORDINATOR LIST

(available from Division of Emergency  
Medical Services & Highway Safety,  
Illinois Department of Public Health,  
Springfield, Illinois 62761)

JOINT COMMITTEE ON ADMINISTRATIVE RULESCERTIFICATION OF OBJECTIONS

Pursuant to Sections 7.04 and 7.06 of the Illinois Administrative Procedure Act, as amended, the Joint Committee On Administrative Rules, at its meeting on January 24, 1978, objected to the amendments to the Illinois Water Well Pump Installation Code Rules and Regulations proposed by the Illinois Department of Public Health.

A statement of the Joint Committee's specific objections accompanies this certification.

Please take notice that failure to respond within 90 days of receipt of the statement of objections shall constitute withdrawal of the proposed amendments published in the December 23, 1977, Illinois Register in their entirety.

Certified this 27th day of January, 1978.



Bruce A. Johnson  
Executive Director  
Joint Committee on Administrative Rules



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JOINT COMMITTEE ON ADMINISTRATIVE RULES  
ILLINOIS GENERAL ASSEMBLY

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STATEMENT OF OBJECTIONS

The Joint Committee on Administrative Rules objects to the amendments to the Illinois Water Well Pump Installation Code Rules and Regulations proposed by the Illinois Department of Public Health specifically as follows:

1. Proposed Rule 3.4 which reads:  
3.4 Variance. If conditions exist at a proposed installation site which preclude compliance with the requirements specified herein, the contractor may request a variance from the Department.

The proposed rule does not sufficiently inform persons seeking a variance, or considering such action, of the procedure for application or of the criteria to be used by the Department in reaching its decision. It is obviously impossible for the Department to attempt to anticipate and specify every set of conditions which would warrant the granting of a variance; such decisions will necessarily be made on a case by case basis. However, the Joint Committee feels that at least the general nature of the factors the Department will consider should be set forth in order to provide guidance to those affected by these rules.

JOINT COMMITTEE ON ADMINISTRATIVE RULESCERTIFICATION OF OBJECTIONS

Pursuant to Sections 7.04 and 7.06 of the Illinois Administrative Procedure Act, as amended, the Joint Committee On Administrative Rules, at its meeting on January 24, 1978, objected to the amendments to the Illinois Food Service Sanitation Rules and Regulations proposed by the Illinois Department of Public Health.

A statement of the Joint Committee's specific objections accompanies this certification.

Please take notice that failure to respond within 90 days of receipt of the statement of objections shall constitute withdrawal of the proposed amendments published in the December 30, 1977, Illinois Register in their entirety.

Certified this 27th day of January, 1978.



Bruce A. Johnson

Executive Director

Joint Committee on Administrative Rules

JOINT COMMITTEE ON ADMINISTRATIVE RULES  
ILLINOIS GENERAL ASSEMBLY

STATEMENT OF OBJECTIONS

The Joint Committee on Administrative Rules objects to the amendments to the Illinois Food Service Sanitation Rules and Regulations proposed by the Illinois Department of Public Health specifically as follows:

1. Proposed Article III, Rule 3.05(a)(3) which reads:
  3. That facilities not in compliance on July 1, 1978, because of the unavailability of training programs in their area shall be allowed an extension until January 1, 1979 to comply.

The Joint Committee objects to this provision because it does not indicate on what basis the determination of "the unavailability of training programs" in an area is to be made. This provision should include a definition of the term "unavailability."



JOINT COMMITTEE ON ADMINISTRATIVE RULESCERTIFICATION OF OBJECTIONS

Pursuant to Sections 7.04 and 7.06 of the Illinois Administrative Procedure Act, as amended, the Joint Committee On Administrative Rules, at its meeting on January 24, 1978, objected to the Illinois Water Well Construction Code Rules and Regulations proposed by the Illinois Department of Public Health.

A statement of the Joint Committee's specific objections accompanies this certification.

Please take notice that failure to respond within 90 days of receipt of the statement of objections shall constitute withdrawal of the proposed amendments published in the December 30, 1977, Illinois Register in their entirety.

Certified this 27th day of January, 1978.



Bruce A. Johnson  
Executive Director  
Joint Committee on Administrative Rules

JOINT COMMITTEE ON ADMINISTRATIVE RULES  
ILLINOIS GENERAL ASSEMBLY

STATEMENT OF OBJECTIONS

The Joint Committee on Administrative Rules objects to the amendments to the Illinois Water Well Construction Code Rules and Regulations proposed by the Illinois Department of Public Health specifically as follows:

1. Proposed Rule 2.4 which reads:  
2.4 Variances.

If conditions exist at a proposed installation site which precludes compliance with the requirements specified herein, the contractor may request a variance from the Department.

The proposed rule does not sufficiently inform persons seeking a variance, or considering such action, of the procedure for application or of the criteria to be used by the Department in reaching its decision. It is obviously impossible for the Department to attempt to anticipate and specify every set of conditions which would warrant the granting of a variance; such decisions will necessarily be made on a case by case basis. However, the Joint Committee feels that at least the general nature of the factors the Department will consider should be set forth in order to provide guidance to those affected by these rules.

2. Proposed Rule 9.1 which reads in part:

9.1 Casing And Liner Pipe

Casing produced from any other materials must receive  
be-approved approval by the Illinois Department of Public Health prior to use.

This Rule does not indicate how the Department's approval is to be secured. In addition, the Joint Committee recommends that this rule state that the Department approval shall be given only if the Department specifically finds that the casing produced from other materials be at least equivalent to the materials expressly mentioned in the rule in terms of safety and suitability for the function for which the casing is to be used.

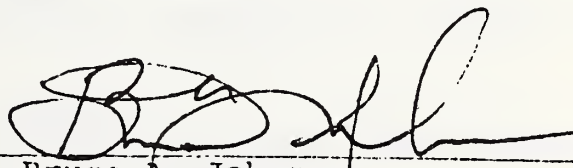
JOINT COMMITTEE ON ADMINISTRATIVE RULESCERTIFICATION OF OBJECTIONS

Pursuant to Sections 7.04 and 7.06 of the Illinois Administrative Procedure Act, as amended, the Joint Committee On Administrative Rules, at its meeting on January 24, 1978, objected to the amendments to rules for the licensing of Hospitals proposed by the Illinois Department of Public Health.

A statement of the Joint Committee's specific objections accompanies this certification.

Please take notice that failure to respond within 90 days of receipt of the statement of objections shall constitute withdrawal of the proposed amendments published in the December 30, 1977, Illinois Register in their entirety.

Certified this 27th day of January, 1978.



Bruce A. Johnson  
Executive Director  
Joint Committee on Administrative Rules



JOINT COMMITTEE ON ADMINISTRATIVE RULES  
ILLINOIS GENERAL ASSEMBLY

STATEMENT OF OBJECTIONS

The Joint Committee on Administrative Rules objects to the amendments to rules for the licensing of hospitals proposed by the Illinois Department of Public Health specifically as follows:

1. Proposed Part XXI - Construction Standards For Existing Hospitals.

The proposed addition of construction standards for existing hospitals makes no provision for informing hospitals of the phase-in period allowed to conform with the new rules. From the Department's presentation to the Joint Committee it is clear that it is not the intention of the Department to require full compliance by all covered hospitals immediately on these new rules becoming effective. Rather, the Department recognizes that some delay will be necessary before all hospitals will be able to comply fully with the new requirements, depending on economic factors and the extent of modifications required to bring each hospital up to the new-standards.

Therefore, the Joint Committee believes that the Department should inform hospitals affected by these rules of the time limitations for compliance.

NOTICE OF MEETING

JOINT COMMITTEE ON ADMINISTRATIVE RULES  
ROOM D-1, STRATTON OFFICE BUILDING  
SPRINGFIELD, ILLINOIS  
TUESDAY, FEBRUARY 21, 1978  
10:00 A.M.

AGENDA

## A. Old Business

1. Approval of last meeting's minutes.
2. Status of Secretary of State's Rules on Rules.

## B. New Business

1. Consideration of Joint Committee's FY 79 budget.
2. Review of Court Ordered Rules.

Department of Public Aid

-Court Ordered amendment to Rule 4.03 (Physician's Services) authorizing medically necessary or medically indicated abortions for public aid recipients.

3. Review of Proposed Rules filed in violation of the IAPA.

a. Illinois Pollution Control Board

-Proposed amendment to the Noise Pollution Regulations, Chapter 8 of the Pollution Control Board Rules and Regulations, as they pertain to noise emitted from motor racing facilities in Illinois.

-Notice published in Illinois Register: 1-13-78

b. Department of Public Aid

-Proposed revision of rate schedules for ICF/MR Payment.

-Notice published in Illinois Register: 1-27-78

c. Department of Public Health

-Proposed revision to 3.03C of Rule 3, The Illinois Health Care Facilities Plan - 3rd Edition.

-Notice published in Illinois Register: 2-3-78

d. Department of Public Health

-Proposed revision to 4.10 of Rule 4, Rules for Processing Applications for Permit Filed by Hospitals - Revised effective July, 1977.

-Notice published in Illinois Register: 2-3-78

## 4. Revision of Proposed Rules

a. Illinois Environmental Protection Agency

-Proposed revision to the Criteria for Determining Construction Grant Priorities for Municipal Sewage

JOINT COMMITTEE ON ADMINISTRATIVE RULES  
NOTICE OF MEETING (CONTINUED)

Treatment Work Needs - Fiscal Year 1978.

-Notice Published in Illinois Register: 2-3-78

-Expiration of Notice Period: 3-20-78

b. Department of Insurance

-Proposed Rule 56.01 to implement the provisions of the Charitable Risk Pool Trust Act.

-Notice Published in Illinois Register: 1-13-78

-Expiration of Notice Period: 2-27-78

c. Illinois Pollution Control Board

-Proposed amendment to the Water Pollution Regulations, as they pertain to the constituent cyanide.

-Notice Published in Illinois Register: 2-3-78

-Expiration of Notice Period: 3-20-78

d. Department of Public Aid

-Proposed adoption of Rules for Medical Vendor Administrative Proceedings.

-Notice Published in Illinois Register: 1-13-78

-Expiration of Notice Period: 2-27-78

e. Department of Public Aid

-Proposed adoption of Rate Schedules for SNF/PED Payment.

-Notice Published in Illinois Register: 2-3-78

-Expiration of Notice Period: 3-20-78

f. Department of Public Health

-Proposed rules and regulations for grant awards to family practice residencies in accordance with the Family Practice Residency Act.

-Notice Published in Illinois Register: 1-13-78

-Expiration of Notice Period: 2-27-78

g. Department of Public Health

-Proposed adoption of rules and regulations for licensure of home health agencies.

-Notice Published in Illinois Register: 1-20-78

-Expiration of Notice Period: 3-6-78

h. Department of Registration and Education

-Proposed adoption of rules relating to Mandatory Continuing Medical Education.

-Notice Published in Illinois Register: 1-20-78

-Expiration of Notice Period: 3-6-78

N O T I C E   T O   T H E   P U B L I C

Any person wishing to present written or oral testimony on any matter appearing on this agenda is welcome. All persons wanting



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JOINT COMMITTEE ON ADMINISTRATIVE RULES  
NOTICE OF MEETING (CONTINUED)

to testify should fill out a witness slip upon arrival.

If there are any questions regarding this agenda call (217)  
785-2254.





ALAN J. DIXON  
Secretary of State

## NOTICE TO ILLINOIS REGISTER SUBSCRIBERS

EFFECTIVE JANUARY 1, 1978 THE ILLINOIS REGISTER WILL COMMENCE AN ANNUAL SUBSCRIPTION FEE OF \$52.00 PER YEAR. THIS IS TO COVER THE EVER GROWING PUBLICATION COSTS AND MAILING.

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I, the undersigned, declare that I have no financial or other interest in the subject matter of the foregoing report, and that I have no financial or other interest in the outcome of the investigation.

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Signature of \_\_\_\_\_  
Date \_\_\_\_\_

Witnessed by \_\_\_\_\_  
Date \_\_\_\_\_

Witnessed by \_\_\_\_\_  
Date \_\_\_\_\_

Witnessed by \_\_\_\_\_  
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Date \_\_\_\_\_